



**Office of Children's Services**  
Empowering communities to serve youth

# **New CSA Coordinator Academy**

## **2021 Virtual Edition**



**Office of Children's Services**  
Empowering communities to serve youth

# **Anna Antell**

## **Program Consultant**

**Office of  
Children's Services**



# BEFORE WE BEGIN . . .



This session is being recorded



All lines are muted to start the meeting

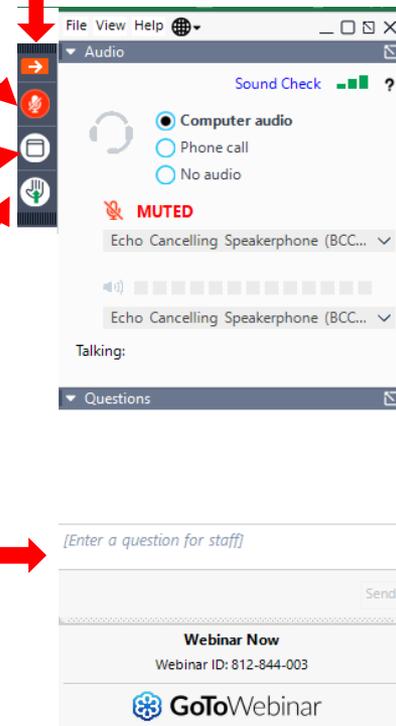
Click to Unmute Yourself (if allowed)

Click ESC to leave full screen mode

Raise Hand to have your line unmuted

Type questions here

Hide/Show Control Panel





Office of Children's Services  
Empowering communities to serve youth

# Welcome

## Kristy Wharton

Finance and Business  
Manager

Office of  
Children's Services





Office of Children's Services  
Empowering communities to serve youth

# CSA Finance and Reimbursement Process

## New CSA Coordinator Academy

June 11. 2021

# Learning Objectives:

- Provide overview of CSA financial processes
- Provide information about the financial reports available on the CSA web site
- Discuss tools and reports available to assist with reviewing CSA financial information
- Discuss the Medicaid Reports

# CSA is funded through the Virginia State Budget Process

- \$314,263,092 in General Funds (GF) - used to reimburse localities for the state share of their CSA costs
  - The state funds support four reimbursement funding streams
    - Base State Pool Allocation funds
    - Supplemental State Pool funds
    - Special Education Wraparound funds
    - Local Administrative Plan funds
- \$28,526,197 GF - used pay the state share of Medicaid claims related to CSA clients

# All CSA Funds Require a Local Match

- Every locality has a base match rate which was established by Legislative action in 1997.
- The 2008 General Assembly approved CSA to begin using a three "tiered" match rate system to reimburse localities for their incurred CSA Expenditures

Pool Fund Expenditure Category	Pool Fund Expenditure Category Description
1a	Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)
1b	Foster Care - all others in Licensed Residential Congregate Care
1c	Residential Congregate Care—CSA Parental Agreements ; DSS non-custodial Agreements
1d	Non-Mandated Services/Residential/Congregate
1e	Educational Services - Congregate Care
2a	Therapeutic Foster Care – IV-E
2a1	Therapeutic Foster Care
2a2	Therapeutic Foster Care – CSA Parental Agreements ; DSS noncustodial Agreements
2c	Family Foster Care – IV-E ; Community Based Services
2e	Family Foster Care – Children receiving maintenance and basic activities payments; independent living stipend/arrangements
2f	Community - Based Services
2f1	Community Transition Services – Direct Family Services to Transition from Residential to Community
2g	Special Education Private Day Placement
2h	Wrap-Around Services for Students With Disabilities
2i	Psychiatric Hospitals/Crisis Stabilization Units
3	Non-Mandated Services/Community-Based

**Residential Rate**  
125% of Base

**Community - Based Rate**  
50% of Base

**Base Match Rate**

**Base Match Rate**

**Base Match Rate**

# The CSA Reimbursement Process

- The locality must incur the expenditure before requesting reimbursement from the State.
- All CSA expenditures are maintained, reviewed, and approved at the local level.
- Localities must submit their expenditure data into the OCS Local Expenditure and Data Reimbursement System (LEDERS) in order to be reimbursed for the state share of the local CSA cost.
- LEDERS does a validation check of the expenditure data submitted. If there are no error a Pool Reimbursement Request is generated showing the state share of allowable CSA costs.
- If there are insufficient funds LEDERS will provide an error and stop the request. This will require the locality to submit a request for additional funds.

## Supplemental Funds

- Once a locality's base allocation has been expended, the locality must request a supplemental fund allocation
- Supplemental funds are to cover local expenditures for mandated expenditures that exceed the initial Base Pool Allocation for the fiscal year.
- Funds are made available as needed upon request.

# Supplemental Request Process

- The supplemental request form is in the Report Preparer area on the CSA Account Management System
- When the form opens the locality's current year reimbursements, submitted to LEDRS are shown by category
- The locality needs to estimate their total expenditures for the program year based on service type commitments
- Once the form is filled out the Report Preparer will click submit.



THIS REQUEST IS FOR FISCAL YEAR FY19

		Case Count per Category (a)	Actual FY19 Expenditures (b)	Projected Additional FY19 Expenditures (c)	Total Actual+Projected FY19 Expenditures (b + c = d)
<b>1. MANDATED SERVICES / RESIDENTIAL</b>					
1a.	Foster Care - IV-E children in Licensed Residential Congregate Care ; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0	\$ 0	\$ 0	\$ 0
1b.	Foster Care - all others in Licensed Residential Congregate Care	0	\$ 0	\$ 0	\$ 0
1c.	Residential Congregate Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0	\$ 0	\$ 0	\$ 0
1e.	Educational Services - Congregate Care	1	\$ 6384	\$ 0	\$ 6384
I.	<b>MANDATED SERVICES/RESIDENTIAL SUBTOTAL "unduplicated child count"</b>	1	\$ 6384.00	\$ 0.00	\$ 6384.00
<b>2. OTHER MANDATED SERVICES</b>					
2a.	Treatment Foster Care - IV-E	0	\$ 0	\$ 0	\$ 0
2a.1	Treatment Foster Care	0	\$ 0	\$ 0	\$ 0
2a.2	Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0	\$ 0	\$ 0	\$ 0
2b.	Specialized Foster Care - IV-E ; Community Based Services	0	\$ 0	\$ 0	\$ 0
2b.1	Specialized Foster Care	0	\$ 0	\$ 0	\$ 0
2c.	Family Foster Care - IV-E ; Community Based Services	1	\$ 855.14	\$ 0	\$ 855.14
2d.	Family Foster Care Maintenance only	0	\$ 0	\$ 0	\$ 0
2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living Stipend/Arrangements	0	\$ 0	\$ 0	\$ 0
2f.	Community - Based Services	3	\$ 18997.84	\$ 0	\$ 18997.84
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0	\$ 0	\$ 0	\$ 0
2g.	Special Education Private Day Placement	5	\$ 94384.36	\$ 0	\$ 94384.36
2h.	Wrap-Around Services for Students With Disabilities	0	\$ 0	\$ 0	\$ 0
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0	\$ 0	\$ 0	\$ 0
II.	<b>SUBTOTAL *unduplicated child count* (Sum of lines 1+2a+2a1+2a2+2b+2b1+2c+2d+2e+2f+2f1+2g+2h+2i)</b>	7	\$ 120621.34	\$ 0.00	\$ 120621.34
III.	<b>Less Projected Refunds for the Fiscal Year:</b>				\$ 0
IV.	<b>Net Projected Mandated Expenditures for the Fiscal Year:</b>				\$ 120621.34



# Completing the Supplemental Request Form

- The last column, needs to reflect the total projected expenditures to be submitted to OCS for the program year. (column b + column c = last column)
- Take the total by Service Type shown in your local system and subtract the totals shown in column B of the OCS Report
- The difference between these two numbers should be input into column C of the OCS Supplement Report
- The final numbers at the bottom of the OCS Supplement request must be highlighted in **Green before submitting**. If it is **Red** then the projected expenditures do not exceed the current available allocation

# Special Education Wraparound Funding

- \$2.2 million from the state pool is set aside for serving students with educational disabilities in a community-based (non-school) settings per policy 4.1.3 of the SEC
- Students are considered to be eligible under the special education mandate
- Localities are allocated funds at the beginning of each year by OCS.
  - The allocation is based on the locality's prior 3 years of utilization.
  - Localities may request funds beyond their initial allocation by completing a SPEDWRAP form located on the CSA website under "Resources / Forms" (<https://www.csa.virginia.gov/Resources/Forms>)

# SPEDWRAP Request Form



## SPED - WRAP Funds Requests

Name of Preparer or requester :

Date Requested:

FIPS:

REQUEST IS FOR FISCAL YEAR: 2019

		Actual FY19 Expenditures (b)	Projected Additional FY19 Expenditures (c)	Total Actual Projected FY19 Expenditures (b + c = d)
2h.	Wrap-Around Services for Students with Disabilities	\$ 10,000.00	\$ 12,000.00	\$ 22,000.00

In column (b) input current SPED - WRAP expenditures  
In column (c) input the projected SPED - WRAP expenditures  
In column (d) calculated (the sum total of the amount of SPED-WRAP needed)

**Short Description of Services to be supported by SPED-WRAP funds:**

Improve academic performance.  
Increase better communication between child, parent and school.

CPMT Chair Approval: \_\_\_\_\_

Fiscal Agent Approval: \_\_\_\_\_

**Note:**

- The total above is inclusive of the State shared cost and Locality required match.
- The required match is at the Locality's base rate.

Scan a signed copy and email it to [maris\\_adcock@osa.virginia.gov](mailto:maris_adcock@osa.virginia.gov)

# Local Administrative Funding

- \$2,060,000 of the State Pool is allocated to support the administrative costs to operating a local CSA program
- To receive administrative funds, each locality must provide a local match per the local base match rate
- To receive these funds the CSA coordinator must complete an Administrative Budget Plan found in their Local Government Reporting area.
  - Once complete select submit, the Account Management System will notify the CSA Chair requesting their approval,
  - Once submitted by the CSA Coordinator the Administrative Funds Request will be sent through the approval process.
  - It is important that each locally maintain a copy of the final approved form which can be obtained from the LEDRS system.
- Administrative Plan funds must be request in the Account Management System by June 15 of each fiscal year.

# Administrative Plan

CSA Coordinator Section - Allegheny

[Return Home](#)

[Logout](#)

## OCS Submission

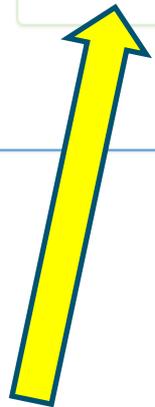
### File Transfer

IACCT  
Private Day Rate

[Other File Upload](#)

### OCS Admin Plan

[Initiate Admin Plan](#)



## Reports

[FY 19 SEFA Reporting](#)

[Administrative Plan](#)

[Transaction History](#) ▾

[Pool Reimbursements History](#) ▾

[Supplement Request History](#) ▾

[LEDRS Upload Details](#)

## Export Medicaid File

[Select Year:](#) ▾

[Select Month:](#) ▾

[Download File](#)

# View of a Administrative Plan

OFFICE OF CHILDREN'S SERVICES  
ADMINISTRATIVE BUDGET PLAN  
FY 2019

DATE:	11/14/2018
LOCALITY:	AMELIA
CONTACT PERSON:	Carla Cave
TELEPHONE:	804-561-3039

EXPENSE TYPE	AMOUNT
PERSONNEL	\$16,459.00
NON-PERSONNEL	\$0.00
EQUIPMENT	\$0.00
INITIAL STATE SHARE	\$11,080.00
ADD'L STATE SHARE	\$0.00
TOTAL STATE SHARE	\$11,080.00
TOTAL LOCAL SHARE	\$5,379.00
<b>TOTAL ADMINISTRATIVE ALLOCATION</b>	<b>\$16,459.00</b>

This budget plan is for the total allocation for the locality (s) indicated above. We understand that the Department of Education as fiscal agent of the State Executive Council will make payment of the state's share of this budget allocation according to our locality (s) match rate for pool funds under the Children's Services Act. Further, we certify that all expenditures from this allocation will be in accordance with the requirements for the use of such funds as set forth in the State Pool Funds section of the CSA Operations Manual.

CPMT CHAIR	Nadeem Ahmed
DATE CPMT CHAIR APPROVED	12/4/2018
FISCAL AGENT	Carla Cave
DATE FISCAL AGENT APPROVED	12/5/2018
DOE	Rhonn James
DATE DOE APPROVED	12/20/2018

# CSA Public Facing Reports

CSA Pool Expenditure Reports

[Return](#)

## View Filed Reports

[Filed Reports](#)

## Transaction History

[Detailed Pool Fund Reimbursement History](#)

[Pool Transaction History](#)

## Supplements

[Supplements Report](#)

## Locality Reports

[Medicaid Billings](#)

[Locality Allocations](#)

[Allocation for non-sum-sufficient youth \(Protection Amount\)](#)

## Utilities

### [Pool Daily History Comparison](#)

The report provides four fiscal years of financial information by Expenditure Description. For the active fiscal year selected, the information displays, the active fiscal year and its three prior fiscal years' financial expenditures, by category, submitted to LEDRS, as of the same run date each year. If any year, other than an active fiscal year, is selected, the report reflects for the fiscal year selected and its three prior fiscal years, as of the end of the CSA fiscal year.

### [Approved Pool Totals Report](#)

The report shows the expenditures by category and reflects the total expenditure less any refunds to reflect a net expenditure. The report also shows the state's share and the locality's share of the net expenditure by category as well as a total for each at the bottom of the report. This report can be viewed by that which has been approved by the Report Preparer (RP), Local Fiscal Agent (FA), and Department of Education (DOE).

### [Effective Match Rate Report](#)

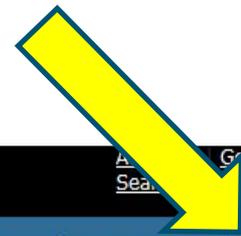
The report provides a summary of each locality's pool expenditures and the corresponding effective match rate based on that locality's utilization of the three different match rates [Base Rate Services, Community Rate Services (50% less than Base Rate) and Residential Rate Services (125% of Base Rate)], as of the date of report creation, for the chosen "Report Fiscal Year". Additionally user has the ability to compare corresponding effective match rate between the "Report Fiscal Year" and a "Compare Fiscal Year" as of the date of report creation.

### [Refund Report](#)

The report reflects refund information submitted to LEDRS by localities and the categories of refunds being reported.

### [Net Expenditures Report](#)

The report shows, for an active fiscal year selected, the total net expenditures, by locality and pool fund expenditure category, which have been submitted to LEDRS, at the time the report is requested. If the fiscal year selected, is not an active fiscal year, at the date of report request, then the report shows, the net expenditures reported in LEDRS by locality and pool fund expenditure category, as of the end of the CSA fiscal year.



**What's New:**

New online classes for CPMT members are now available through the Virginia Learning Center (<https://covlc.virginia.gov/Default.aspx>). Please search for CSA and look for courses CSA31, CSA32, CSA33, and CSA 34.

**Applications**

- Local Government Reporting
- OCS Helpdesk
- CANVAS 2.0
- Policy Public Comments Form
- Virginia Learning Center (CSA)
- Service Fee Directory
- Training Calendar
- CANS Training
- Account Management System

**What is CSA**

The Children's Services Act (CSA) is now the name for a law enacted in 1993 that establishes a single state pool of funds to support services for eligible youth and their families. State funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth.

**Welcome to OCS**



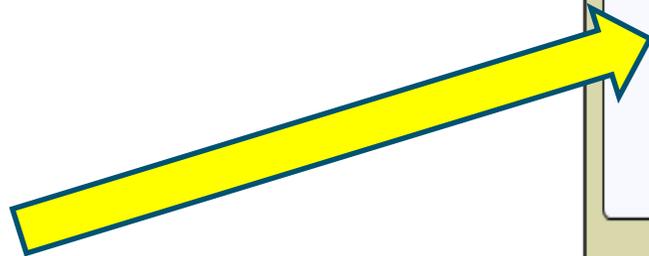
Welcome to the website for the Children's Services Act (CSA) and the Office of Children's Services (OCS). This website is one part of our effort here at OCS to provide the highest quality information and support to the public, our state government partners, and local CSA programs in the spirit of "empowering communities to serve youth." The site contains a wealth of materials and I am confident it is a valuable resource.

In the 2018 fiscal year, CSA served over 15,000 children and families in the 133 cities and counties in the Commonwealth. With a combined state and local budget of over \$390

## Statewide Statistics



- **CSA Utilization Reports**  
Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information. [User Guide to producing CSA Utilization Reports](#)
- **CSA Pool Expenditure Reports**  
Current and historical information on CSA Pool system. Medicaid Reports; Locality Allocations.
- **CSA Filing Status Report**  
Filing Status Report.



# Medicaid Excel Spreadsheet

<https://www.csa.virginia.gov/OCSDData/MedicaidBillings>

# Medicaid Billing process

- CSA is authorized to recover from the locality their share of the monthly Medicaid billing.
- OCS receives a detailed Medicaid billing report from Magellan/DMAS. This report provides a list of clients for which services were provided and the vendor name.
- The locality must verify the detail Medicaid billings.
- The Medicaid cost by client report is provided to a localities to verify they are only being charged for their children
  - If there are any discrepancies the locally must contact Magellan to correct the billing.
  - Upload discrepancies to [VADMASFIPS@magellanhealth.com](mailto:VADMASFIPS@magellanhealth.com)

# CSA Public Facing Reports Often Used

- Detailed Pool Fund Reimbursement History
  - This is a cash distribution report showing the actual reimbursement by DOE and any adjustments for things like local Medicaid share. (Only available on Public facing site)
- Pool Transaction History
  - This is a report showing the status of reimbursement and a breakdown between state and local month reimbursement request. (Available in the AMS and the Public site)
- Approved Pool Totals Report
  - Often used by localities to report they expenditures by expenditure category at meeting.

# CSA Functions and Reports Available only in the Local Government Reporting area (requires log in)

- Report Preparer
  - LEDRS Data Upload
  - Initiate Supplement
- CSA Coordinator
  - Initiate Administrative Plan
  - Export Medicaid File (Detail by client)
  - SEFA Reporting (Federal funds, once a year)
  - LEDRS Upload Detail
  - Private Day Rate data upload

# Contact Information

## Office of Children's Services

1604 Santa Rosa Road

Suite 137

Richmond, VA 23229

[kristy.wharton@csa.virginia.gov](mailto:kristy.wharton@csa.virginia.gov)

(804) 662-9819

## OCS Help Desk

<https://www.csa.virginia.gov/Contact/TechnicalAssistance/1>



# Coming Up Next . . .

- CSA IT Systems





**Office of Children's Services**  
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# Welcome

## Preetha Agrawal

IT Director

Office of  
Children's Services





**Office of Children's Services**  
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# CSA IT Applications

## New Coordinators Academy - 2021

**Preetha Agrawal**

**Information Technology Director**

**Office of Children's Services**



Office of Children's Services  
Empowering communities to serve youth

# CSA Main Website

www.csa.virginia.gov

## Applications

- Local Government Reporting
- OCS Helpdesk
- CANVaS 2.0
- Policy Public Comments Form
- Virginia Learning Center (CSA)
- Service Fee Directory
- Training Calendar
- CANS Training
- Account Management System
- Virginia Systems of Care Website



The screenshot shows the homepage of the Office of Children's Services (OCS) website. At the top, there is a navigation bar with links for Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The main content area features a large banner image of diverse children smiling. Below the banner, there are several sections: 'What's New' with a news item about a new e-learning course; 'Applications' with a list of services including Local Government Reporting, OCS Helpdesk, CANVaS 2.0, Policy Public Comments Form, Virginia Learning Center (CSA), Service Fee Directory, CANS Training, and Account Management System; 'Welcome to OCS' with a photo of Scott Reiner, Executive Director, and a welcome message; 'What is CSA' with a brief description of the law; 'CSA Administration' with information about the State Executive Council for Children's Services (SEC); 'Vision', 'Mission', and 'Values' sections; and a footer with 'About', 'Local Government', 'Resources', 'Government Agencies', and 'Parents & Families' sections, along with social media icons and contact information.

# Account Management System (AMS)

## What is the purpose?

- To create, manage and search existing user accounts in Local Government Reporting / Roster Reporting that is used by local government, agency staff and service fee directory.
- Depending on role, users are able to access various modules on Local Government Reporting, Account Management System, and Service Fee Directory.

# Account Management System (AMS)

What are the features?

AMS allows users to:

- Create new user or system accounts.
- Search for existing user or system accounts.
- Manage an existing user or system account.
- Reset passwords on existing accounts

# Account Management System (AMS)

## What are the benefits?

- Provides an organized way to create, manage, search or deactivate existing user or system accounts.
- Improves role assignment functionality.
- Consolidates actions on search results screen.

# Account Management System (AMS)

CSA maintains an on-line directory, of individuals filling a variety of local CSA roles including:

- CPMT Chair
- Fiscal Agents
- CSA Coordinator
- Report Preparers
- CANS Super Users
- Title IV-E File Uploader

# Account Management System (AMS)

## Create New Account Button

When User clicks on the *Create New Account* button.

The following screen is displayed.

The User needs to enter all the required data. Click on *Register* button.



The screenshot shows the AMS interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". The navigation menu includes: Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. There are also links for "Agencies Search Virginia.Gov" and "virginia.gov".

The main content area features the OCS logo and the text "Office of Children's Services Empowering communities to serve youth" next to the Virginia state seal. Below this is a "Please Sign In" section with a "preetha.agrawal@csa.virginia.gov" email address entered in the username field, a password field, and checkboxes for "Remember Me" and "Show password". A green "Login" button is present.

Below the login section is a blue "Create New Account" button, which is highlighted by a red dashed arrow. A "Reset/Forgot Password" link is also visible.

At the bottom right, there is a "Create New User" form with the following fields: Name, Locality (dropdown), Agency, Position, Phone, Ext, Fax, Email, Address Line 1, and Address Line 2. Above the form is a banner image of five diverse children smiling.

# Account Management System (AMS)

By Login to AMS Button  
(for users with existing  
registered account)

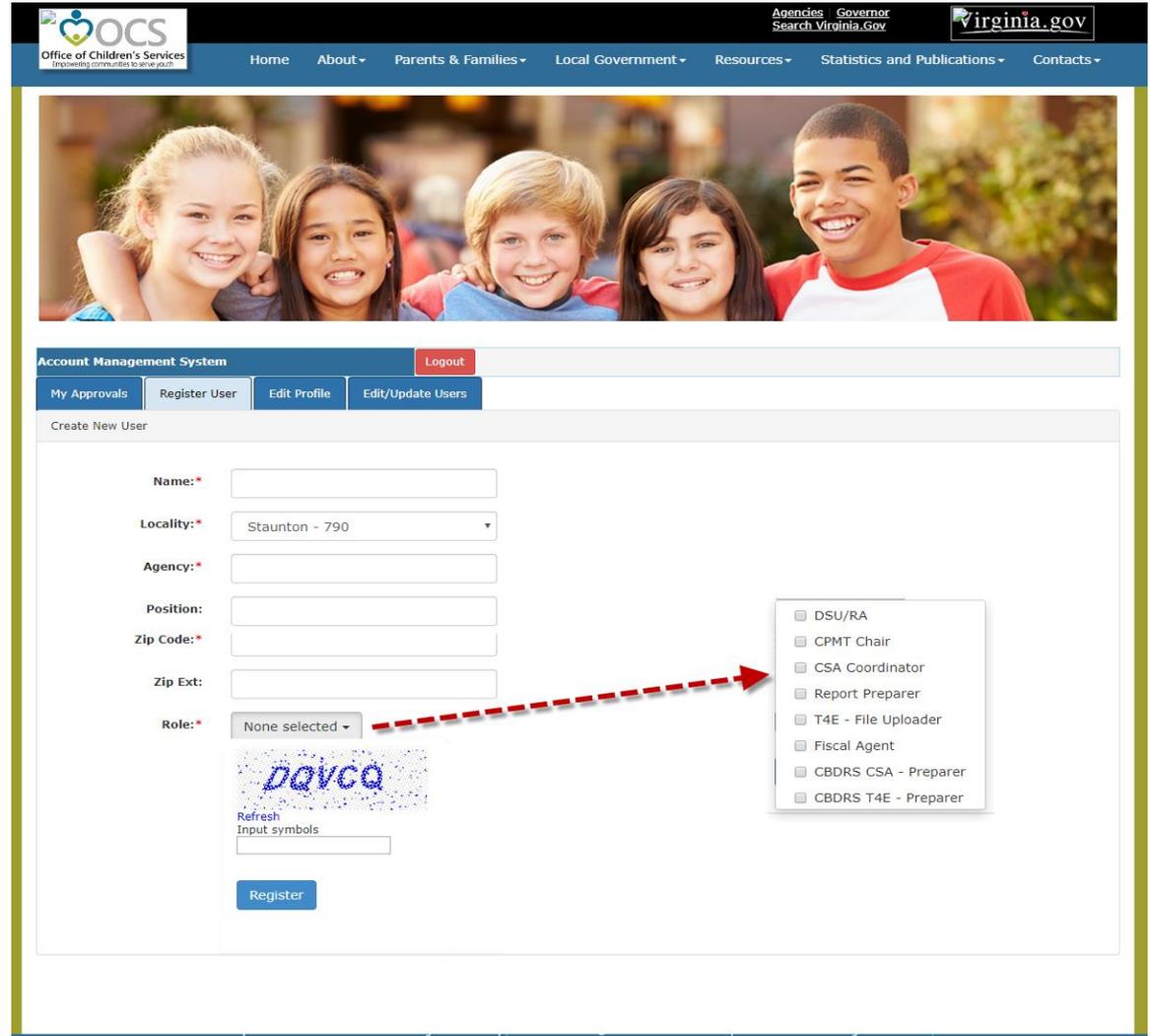
The User enters their  
registered email and  
password and clicks on  
[Login](#) button to log into  
the AMS account.

Clicking on [Register User](#)  
tab

The Create New Account  
page is displayed.

The User needs to enter all  
the required data.

Click on [Register](#) button.

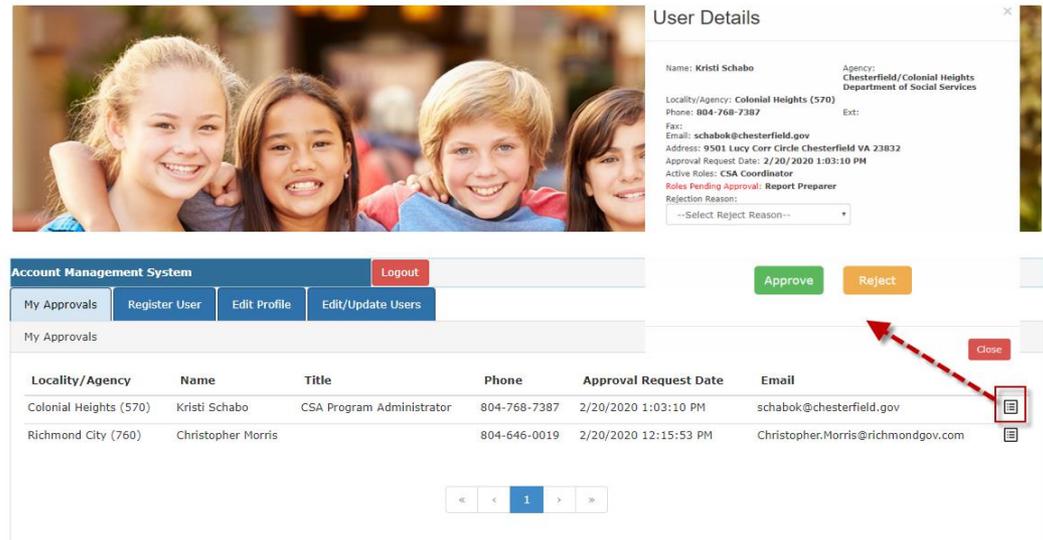


# Account Management System (AMS)

## AMS – Local Approver Screen CSA Coordinator and CPMT Chair

### My Approvals tab

- Displays a list of Users in their *My Approvals* tab.
- To Approve or Reject a request click on the review icon in the far right column.
- A popup screen to Approve or Reject the User is displayed.
- Once the User is approved the User will no longer appear in the Approvals list.
- When the State Approver approves the User (the next step in the process), then the User will be displayed in the Local Government Contacts screen for the Locality.
- Once the User is fully approved, the User shall also receive an email notification to create credentials to access the system.
- If the User is rejected by the Local or State Approver. An email is sent to the User with the Reject reason stated.



The screenshot displays the 'Account Management System' interface. At the top, there is a navigation bar with 'My Approvals', 'Register User', 'Edit Profile', and 'Edit/Update Users' tabs. A 'Logout' button is also visible. Below the navigation bar, the 'My Approvals' section contains a table with the following data:

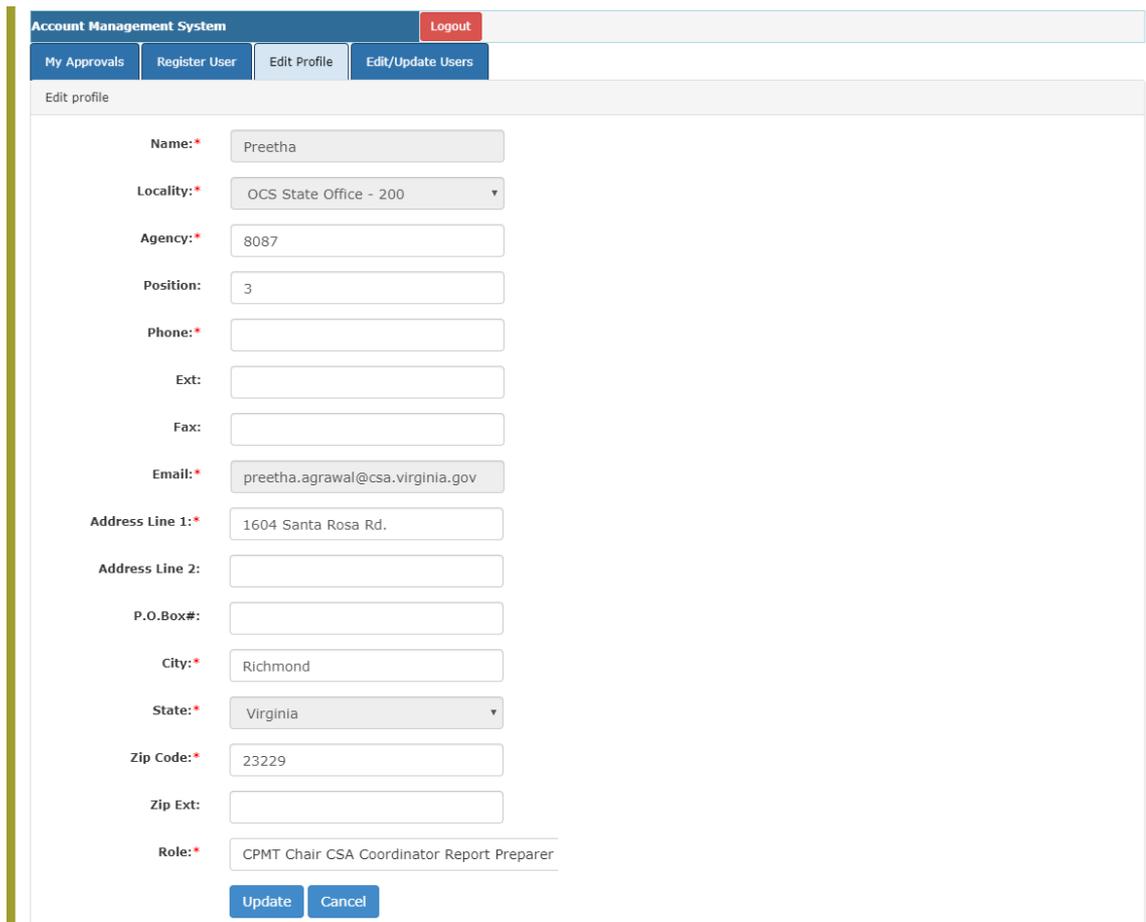
Locality/Agency	Name	Title	Phone	Approval Request Date	Email
Colonial Heights (570)	Kristi Schabo	CSA Program Administrator	804-768-7387	2/20/2020 1:03:10 PM	schabok@chesterfield.gov
Richmond City (760)	Christopher Morris		804-646-0019	2/20/2020 12:15:53 PM	Christopher.Morris@richmondgov.com

Below the table is a pagination control showing '1' of 1 items. To the right of the table, there are 'Approve' and 'Reject' buttons. A red dashed arrow points from the 'Reject' button to a 'Close' button in the 'User Details' popup window. The 'User Details' window shows information for Kristi Schabo, including her contact details and a 'Rejection Reason' dropdown menu.

# Account Management System (AMS)

## Edit Profile tab

- Local Approvers and established Users have access to edit their Profile.
- The User can edit / modify their own profile details.
- After needed changes are entered, click on the *Update* button



The screenshot shows the 'Account Management System' interface. At the top, there is a navigation bar with a 'Logout' button and four tabs: 'My Approvals', 'Register User', 'Edit Profile', and 'Edit/Update Users'. The 'Edit Profile' tab is selected. Below the tabs, the form is titled 'Edit profile'. The form contains the following fields:

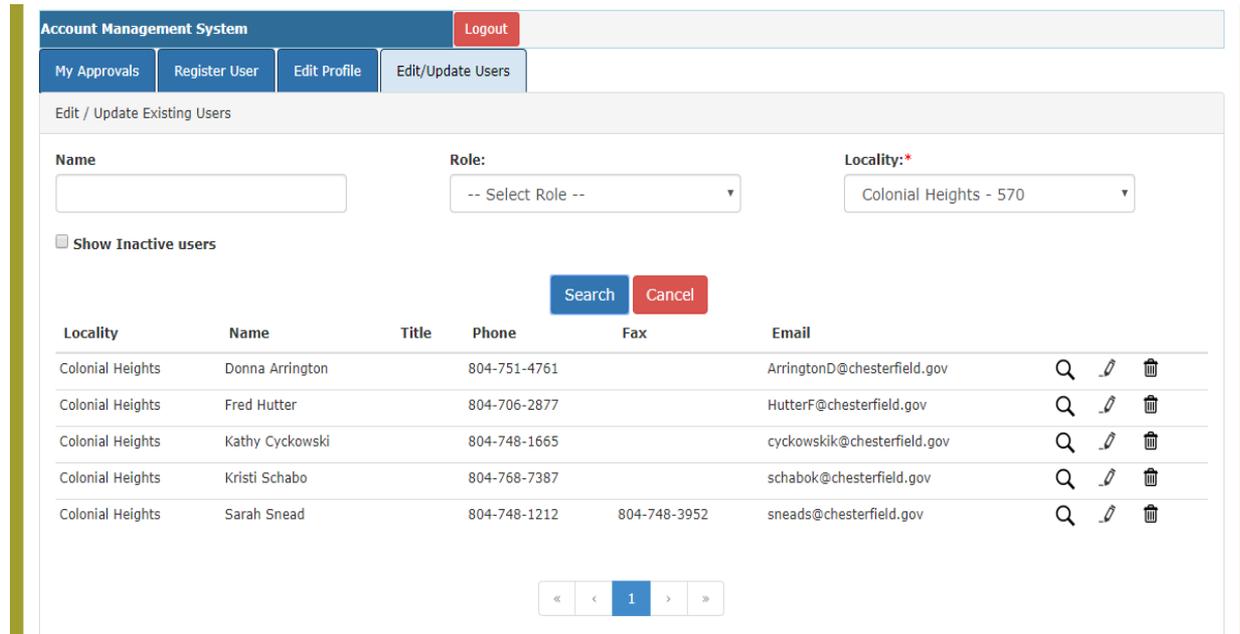
- Name:** Preetha
- Locality:** OCS State Office - 200
- Agency:** 8087
- Position:** 3
- Phone:** (empty)
- Ext:** (empty)
- Fax:** (empty)
- Email:** preetha.agrawal@csa.virginia.gov
- Address Line 1:** 1604 Santa Rosa Rd.
- Address Line 2:** (empty)
- P.O.Box#:** (empty)
- City:** Richmond
- State:** Virginia
- Zip Code:** 23229
- Zip Ext:** (empty)
- Role:** CPMT Chair CSA Coordinator Report Preparer

At the bottom of the form, there are two buttons: 'Update' and 'Cancel'.

# Account Management System (AMS)

## Edit/Update Users tab

Local Approver's have the *Edit/Update Users* tab. This tab will display list of all Users in the locality. This tab has three important features.



Account Management System Logout

My Approvals Register User Edit Profile **Edit/Update Users**

Edit / Update Existing Users

Name  Role:  Locality:

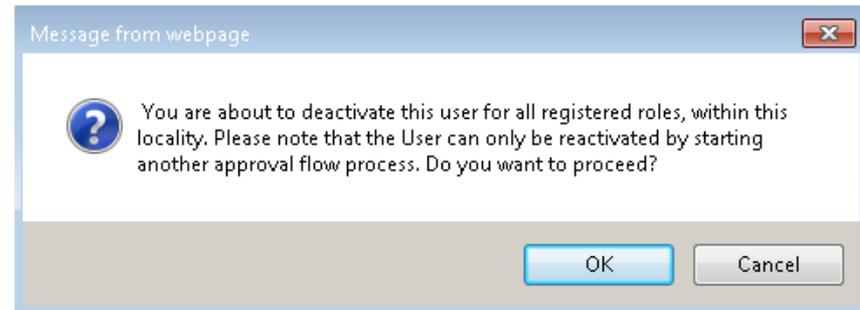
Show Inactive users

Locality	Name	Title	Phone	Fax	Email	
Colonial Heights	Donna Arrington		804-751-4761		ArringtonD@chesterfield.gov	🔍 ✎ 🗑️
Colonial Heights	Fred Hutter		804-706-2877		HutterF@chesterfield.gov	🔍 ✎ 🗑️
Colonial Heights	Kathy Cyckowski		804-748-1665		cyckowskik@chesterfield.gov	🔍 ✎ 🗑️
Colonial Heights	Kristi Schabo		804-768-7387		schabok@chesterfield.gov	🔍 ✎ 🗑️
Colonial Heights	Sarah Snead		804-748-1212	804-748-3952	sneads@chesterfield.gov	🔍 ✎ 🗑️

<< < 1 > >>

# Account Management System (AMS)

- The View (*Magnifying Glass icon*) is used to view the details of a User.
- The Edit (*Pencil icon*) is used to Edit the details of a User. It can be used to:
  - i. Edit User Information
  - ii. Add User roles
  - iii. Delete User roles
- The Delete (*Trash Can*) icon is used to Delete/Deactivate a User in the AMS. When the following message is displayed, the User will have to click on the OK button,. Once a User is



# Account Management System (AMS)

## Keeping the AMS Up to Date

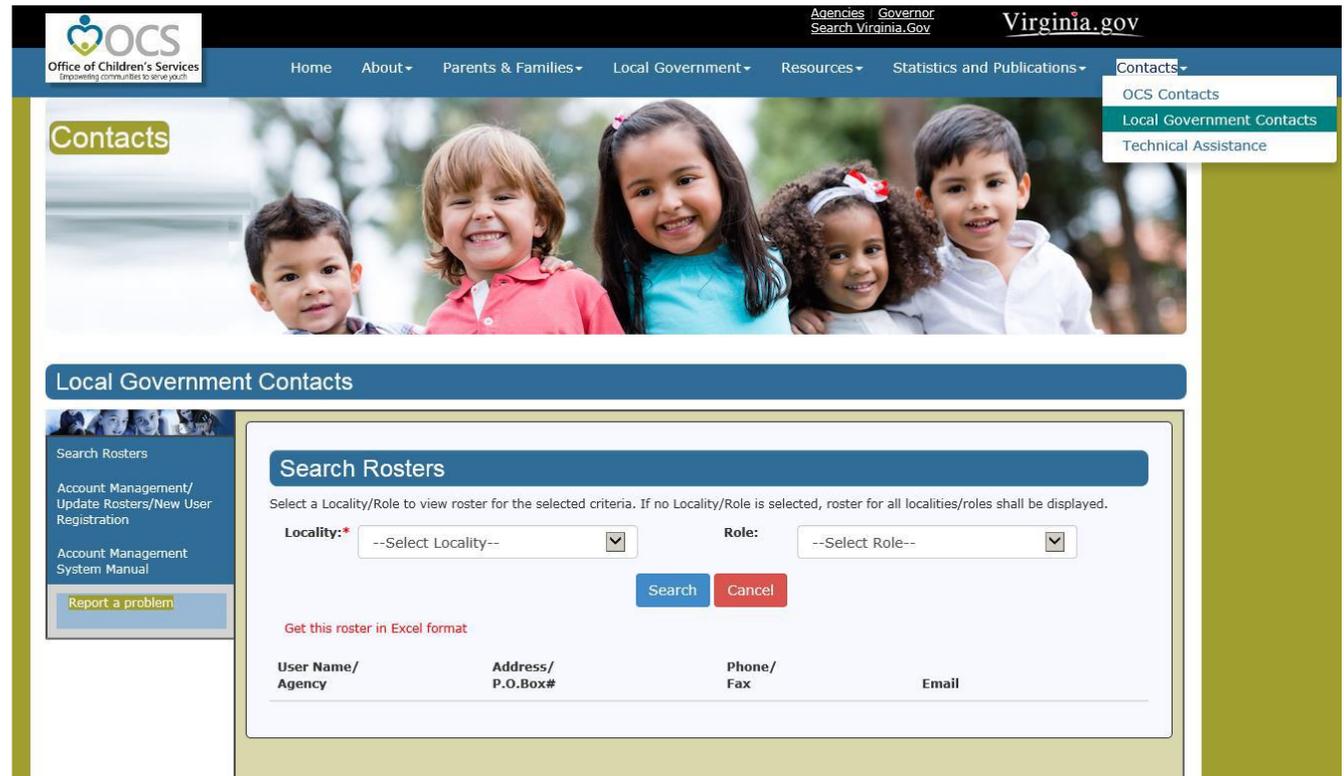
- It is the responsibility of the locality's CSA Coordinator to keep these rosters current and accurate.
- Requests to make additions/deletions/changes to the directories, can be done by any individual, but these changes go through the Approval flow in the Account Management System (AMS) where the data resides

# Account Management System (AMS)

## Search Roster

The Local Government Contact Screen is as shown. The Rosters section has the following features:

1. Search by Locality and/or Role
2. Sort the data displayed on the screen
3. Export the searched data (to an Excel file)



The screenshot shows the 'Local Government Contacts' page. At the top, there is a navigation bar with links for Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The 'Contacts' dropdown menu is open, showing options for OCS Contacts, Local Government Contacts, and Technical Assistance. Below the navigation is a banner image of five diverse children. The main content area is titled 'Local Government Contacts' and features a 'Search Rosters' form. The form includes a search bar, a 'Search' button, and a 'Cancel' button. Below the search bar, there are two dropdown menus for 'Locality' and 'Role'. A link 'Get this roster in Excel format' is visible. At the bottom, a table header is shown with columns for 'User Name/ Agency', 'Address/ P.O.Box#', 'Phone/ Fax', and 'Email'.

# Account Management System (AMS)

## User Security Questions/Password for New Users

- To establish password
- To establish security questions

Account Management System - Caroline - 33

### User Security Questions

You were provided this link by the administrator to complete your registration for this account in Account Management System. For security purposes you are required to answer the three security questions and make a new password following the guidelines below.

--Select security question 1--

Answer 1

--Select security question 2--

Answer 2

--Select security question 3--

Answer 3

**New Password:**

Password must be minimum 8 characters and maximum 15 characters in length.  
 Password must contain atleast  
 1 Uppercase character  
 1 Lowercase character  
 1 Numerical digit and  
 1 Special character like ! @ # \$ % ^ & \* ( ) + = . < > ~ [ ] { }

**Confirm Password:**

Submit Cancel

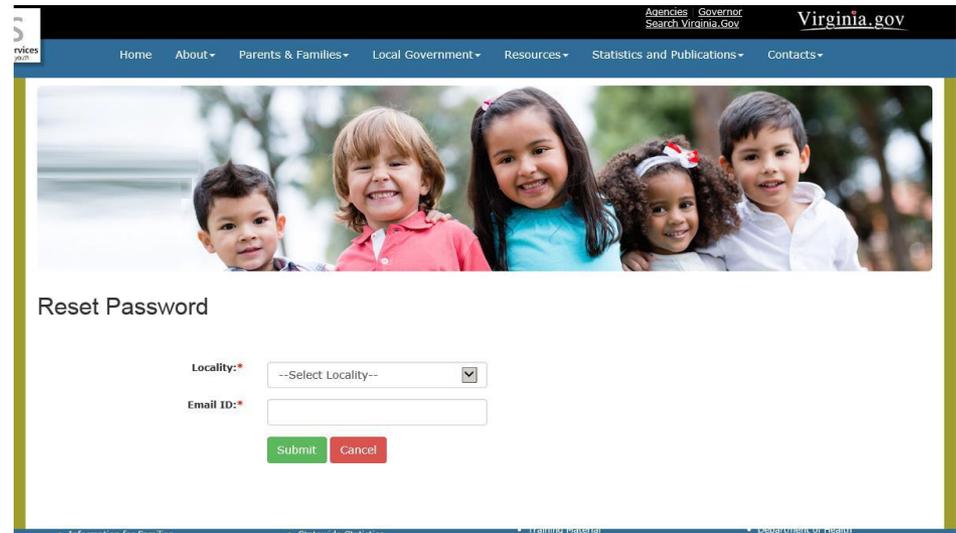
# Account Management System (AMS)

## Reset / Forgot Password

If you are a registered User and cannot remember your Password. Click on:  
"Reset/Forget Password"

1. Select your Locality
2. Enter your email address
3. Click on [Submit](#)

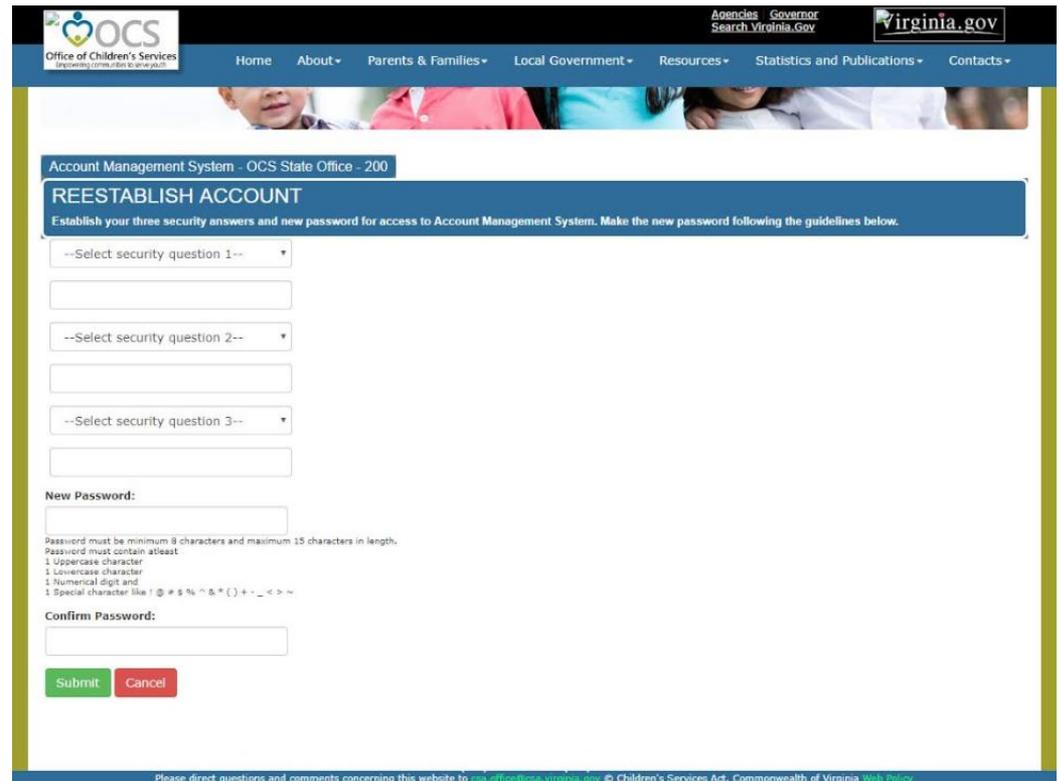
An email with instructions is sent to your registered email address,, on how to proceed.



# Account Management System (AMS)

## Reestablish Account

- Redo security Question / Answer
- Set new password



Account Management System - OCS State Office - 200

### REESTABLISH ACCOUNT

Establish your three security answers and new password for access to Account Management System. Make the new password following the guidelines below.

--Select security question 1--

--Select security question 2--

--Select security question 3--

**New Password:**

Password must be minimum 9 characters and maximum 15 characters in length.  
 Password must contain atleast  
 1 Uppercase character  
 1 Lowercase character  
 1 Numerical digit and  
 1 Special character like ! @ # \$ % ^ & \* ( ) + = \_ < > ~

**Confirm Password:**

Submit Cancel

Please direct questions and comments concerning this website to [osa.office@ocsa.virginia.gov](mailto:osa.office@ocsa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)

# Account Management System (AMS)

- Depending on the Role requested, an approval request notification is sent to either Locality's CPMT Chair or CSA Coordinator.
  - CPMT Chair – CSA Coordinator & Fiscal Agent
  - CSA Coordinator – All other roles
- The Local Approver will need to login into the AMS system and approve the new User.





# LEDRS

## File Naming Convention

File Type	text file	.....txt
File Delimiter	(pipe)	1  123456789 Anna Bell Thomas .....
File Naming Convention	<u>CSA</u> CSA_Fips_Frequency_Year_Period_Report#.txt	File Name eg. ---> CSA_1_M_2016_10_1.txt  Fips = County Fips Code (no padding of zeros) Frequency = M (Monthly) Year = Year of the file submission; calendar year Period = Month# of the calendar month; incase of Monthly submission Report# = Only ONE file submission is allowed for months 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12. MULTIPLE File submissions are allowed in the month 9. Maximum of 3.
	<u>Title IV-E</u> T4E_Fips_Frequency_Year_Period_Report#.txt	File Name eg. ---> T4E_1_Q_2016_1_1.txt  Fips = County Fips Code (no padding of zeros) Frequency = Q (Quarterly) Year = Year of the file submission; calendar year Period = Quarter# of the reporting quarter in case of quarterly submission; Sept - 1; Dec - 2; Mar - 3; Jun - 4 Report# = Only ONE file submission is allowed for a quarter

# LEDRS Crosswalk

Service Name

vs.

Service Placement Type

<http://csa.virginia.gov/content/pdf/LEDRS.xlsx>

# LEDRS Crosswalk

Expenditure Category

vs.

Service Placement Type

# LEDRS Crosswalk

Expenditure Category

vs.

Mandate Type

# LEDRS Overview: New Service Name Codes

Admin Memo # 20-01: Addition of Service Name Codes

<u>Code</u>	<u>Description</u>
43	Multisystemic Therapy (MST)
44	Functional Family Therapy (FFT)
45	Parent Child Interaction Therapy (PCIT)
46	Cognitive Behavioral Therapy (CBT)
47	Motivational Interviewing (MI)

# LEDRS Overview: New Service Name Codes

If, use with:

MT 1 Foster Care Abuse/Neglect - Prevention

or

MT 4 Foster Care Child in Need of Services (CHINS) -  
Prevention

SPT 1 Community Service

EC 2f Community - Based Services

# LEDRS Overview: New Service Name Codes

Or, if:

MT 11      Non-mandated

SPT 1      Community Service

EC 3      Non-Mandated Services / Community Based Services

# LEDRS Overview: New Service Name Codes

Service Code 48      Public School Special Education  
Transitional Services

## Use with:

SPT 6                  Special Education Private Day Placement

EC 2g                 Special Education Private Day Placement

MT 10                Special Education Services

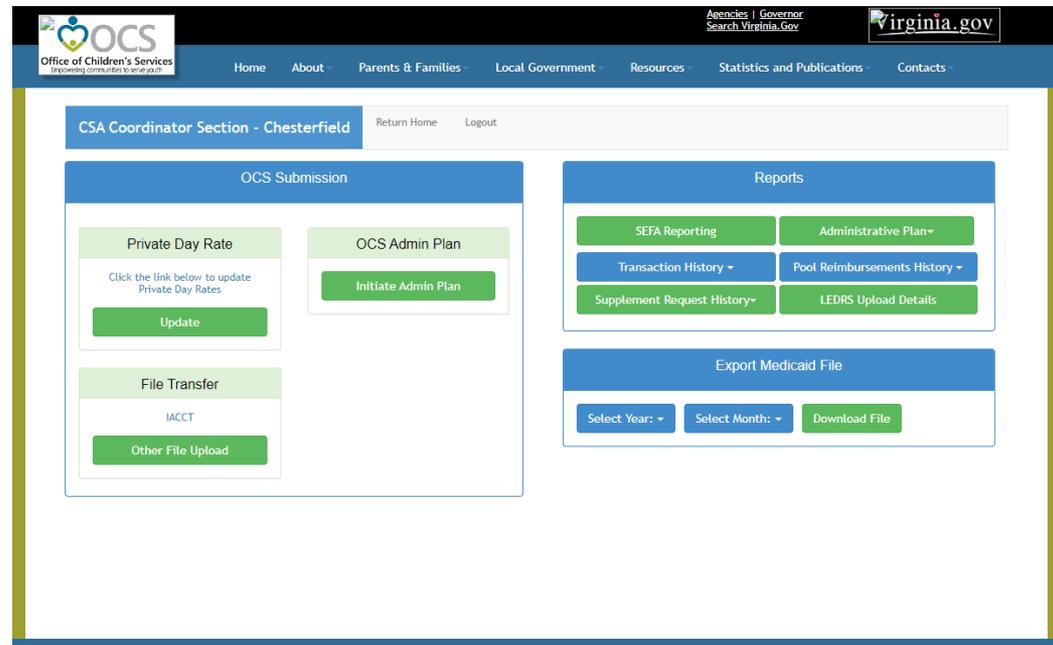
# Local Government Reporting

- LEDRS submission
- Pool Reimbursement Approval
- Additional Supplement
- Admin Plan
- Medicaid Reports
- Other Reports
- AMS
- T4E File Transfer



# CSA Coordinator Section

- Private Day Rate
- IACCT File Upload
- OCS Admin Plan
- Reports
- Export Medicaid File



# Local Government Reporting

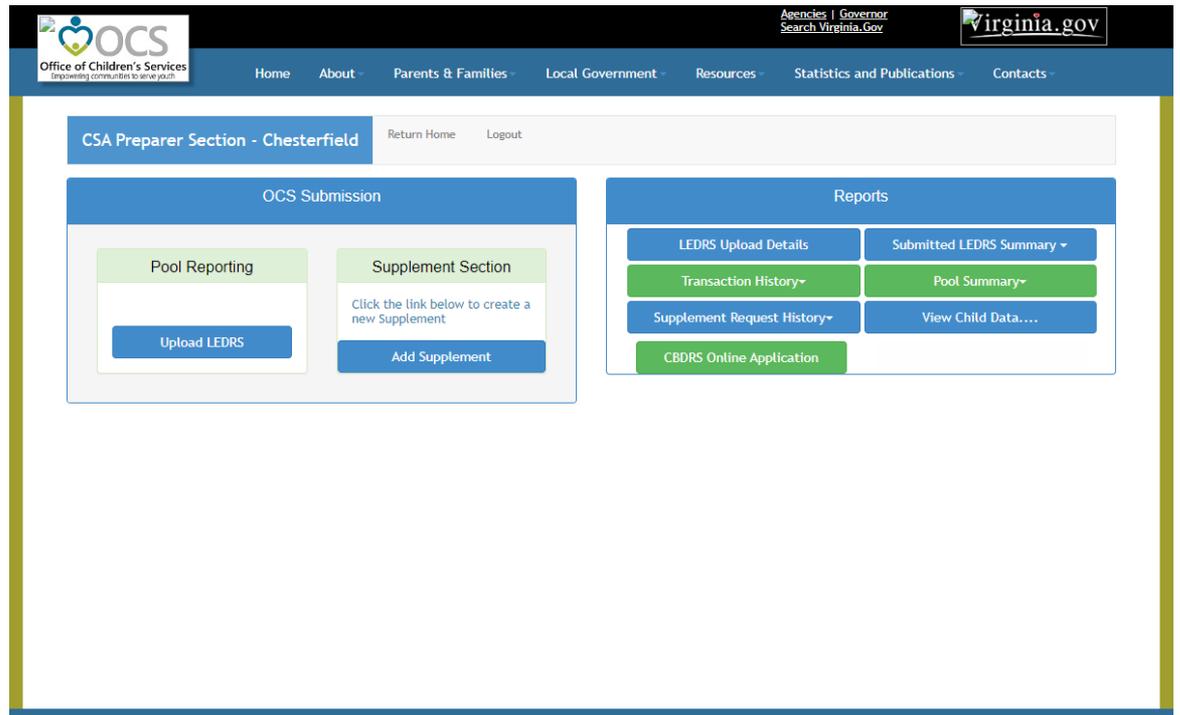
- Report Preparer

A screenshot of the OCS Local Government Reporting dashboard. At the top, there is a photograph of five diverse, smiling children. Below the photo, the text reads "Welcome to OCS Local Government Reporting" followed by "Logout" and "Fips: Chesterfield (041)". The dashboard features a grid of ten role-based access buttons. The "REPORT PREPARER" button is highlighted with a yellow border and a green "Go Online" button. The other roles and their corresponding buttons are: POOL ADMIN (OCS Pool Admin), FISCAL AGENT (Go Online), COORDINATOR (Go Online), CPMT CHAIR (Go Online), AMS (Go Online), CBDRS/T4E (Go Online), DOE (Go Online), FILE TRANSFER (Go Online), and Auditor (Go Online).

Role	Action
POOL ADMIN	OCS Pool Admin
REPORT PREPARER	Go Online
FISCAL AGENT	Go Online
COORDINATOR	Go Online
CPMT CHAIR	Go Online
AMS	Go Online
CBDRS/T4E	Go Online
DOE	Go Online
FILE TRANSFER	Go Online
Auditor	Go Online

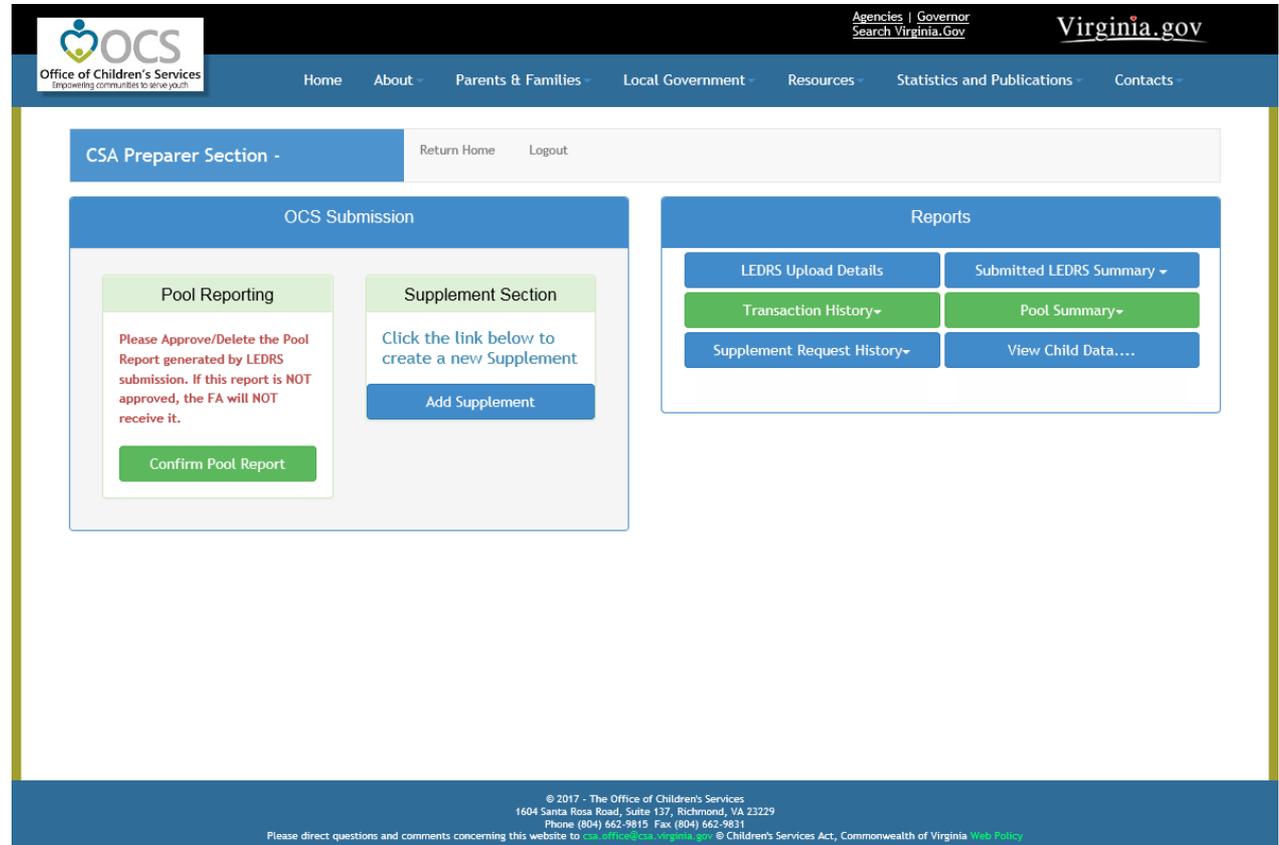
# CSA Report Preparer Section

- Upload LEDRS
- Add Supplement
- Reports

A screenshot of the web application interface for the CSA Report Preparer Section. The page has a dark blue header with the OCS logo on the left and navigation links (Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, Contacts) in the center. On the right of the header, there are links for "Agencies | Governor Search Virginia.Gov" and the "virginia.gov" logo. Below the header, a white navigation bar shows the current page as "CSA Preparer Section - Chesterfield" with "Return Home" and "Logout" links. The main content area is divided into two primary sections: "OCS Submission" and "Reports". The "OCS Submission" section contains two sub-sections: "Pool Reporting" with an "Upload LEDRS" button, and "Supplement Section" with a text prompt "Click the link below to create a new Supplement" and an "Add Supplement" button. The "Reports" section contains a grid of buttons: "LEDRS Upload Details", "Submitted LEDRS Summary", "Transaction History", "Pool Summary", "Supplement Request History", "View Child Data...", and "CBDRS Online Application".

# CSA Report Preparer Section – Upload LEDRS

- Submit File to OCS



The screenshot displays the OCS CSA Preparer Section web interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". To the right of the logo, there are links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". In the top right corner, there are links for "Agencies | Governor Search Virginia.Gov" and "Virginia.gov".

The main content area is titled "CSA Preparer Section -" and includes "Return Home" and "Logout" links. It is divided into two main sections: "OCS Submission" and "Reports".

The "OCS Submission" section contains two sub-sections:

- Pool Reporting:** A box with the text "Please Approve/Delete the Pool Report generated by LEDRS submission. If this report is NOT approved, the FA will NOT receive it." and a green "Confirm Pool Report" button.
- Supplement Section:** A box with the text "Click the link below to create a new Supplement" and a blue "Add Supplement" button.

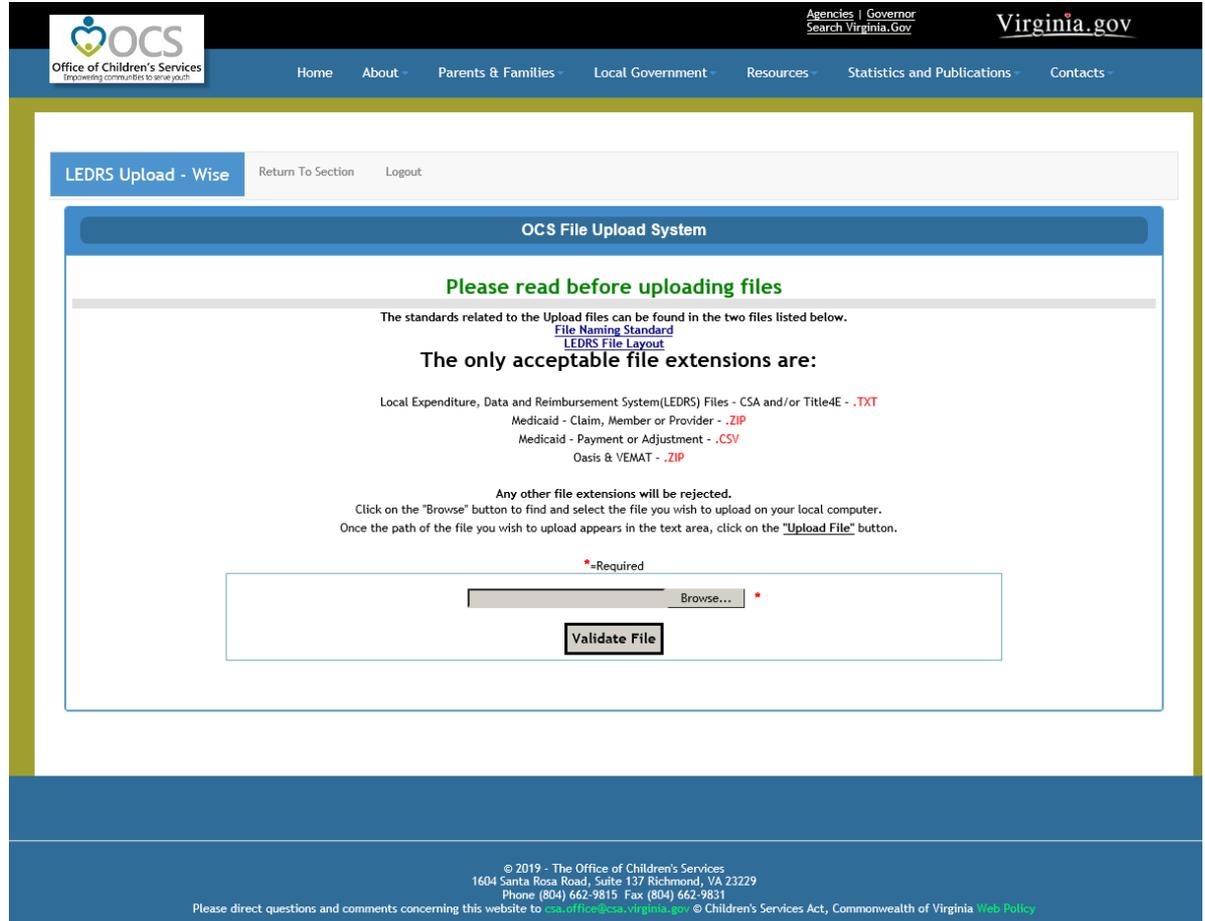
The "Reports" section contains a grid of buttons:

- LEDRS Upload Details
- Submitted LEDRS Summary
- Transaction History
- Pool Summary
- Supplement Request History
- View Child Data....

At the bottom of the page, there is a footer with the following text: "© 2017 - The Office of Children's Services 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229 Phone (804) 662-9815 Fax (804) 662-9834 Please direct questions and comments concerning this website to [link] @ Children's Services Act, Commonwealth of Virginia Web Policy".

# CSA Report Preparer Section – Upload LEDRS

- Browse
- Validate File



The screenshot shows the OCS File Upload System interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". To the right, there are links for "Agencies | Governor Search Virginia.Gov" and "Virginia.gov". Below the navigation bar, there are links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts".

The main content area is titled "LEDRS Upload - Wise" and includes links for "Return To Section" and "Logout". Below this, there is a section titled "OCS File Upload System" with a heading "Please read before uploading files".

The text in the main content area reads:

The standards related to the Upload files can be found in the two files listed below.  
[File Naming Standard](#)  
[LEDRS File Layout](#)

**The only acceptable file extensions are:**

- Local Expenditure, Data and Reimbursement System(LEDRS) Files - CSA and/or Title4E - **.TXT**
- Medicaid - Claim, Member or Provider - **.ZIP**
- Medicaid - Payment or Adjustment - **.CSV**
- Oasis & VEMAT - **.ZIP**

Any other file extensions will be rejected.

Click on the "Browse" button to find and select the file you wish to upload on your local computer. Once the path of the file you wish to upload appears in the text area, click on the "Upload File" button.

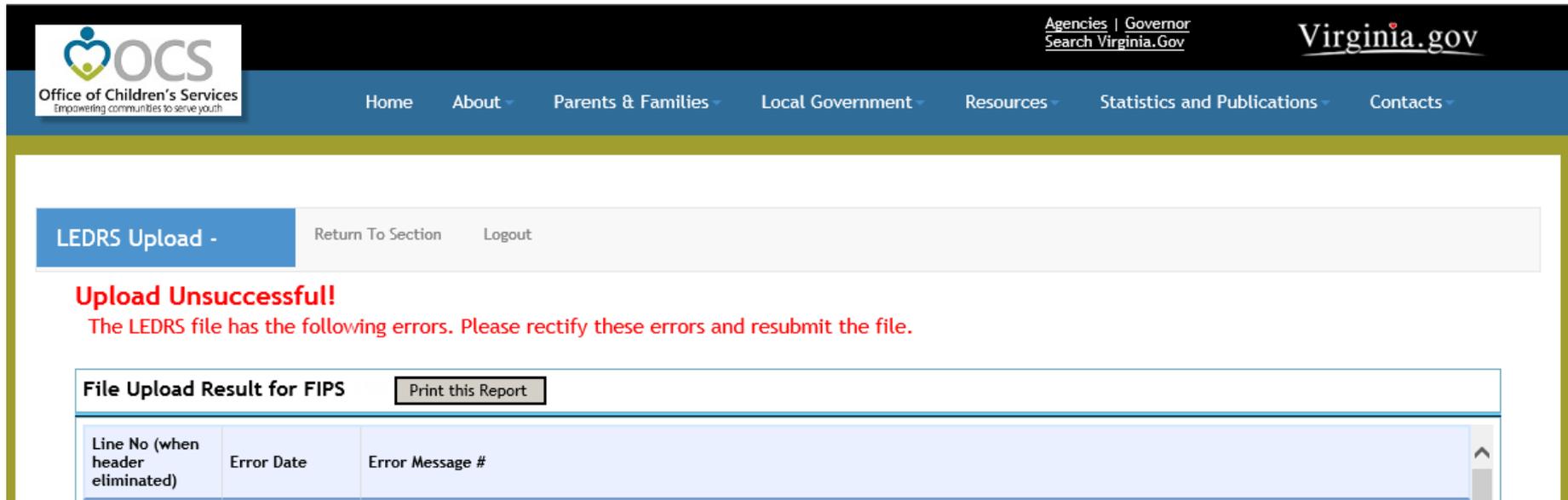
Below this text, there is a text input field with a "Browse..." button and a red asterisk indicating a required field. Below the input field is a "Validate File" button.

At the bottom of the page, there is a footer with the following text:

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Please direct questions and comments concerning this website to [csa\\_office@csa.virginia.gov](mailto:csa_office@csa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)

# CSA Report Preparer Section – Upload LEDRS

- Upload Error



The screenshot shows the LEDRS Upload interface. At the top, there is a navigation bar with the OCS logo on the left and links for Agencies, Governor, Search Virginia.Gov, and Virginia.gov on the right. Below this is a main navigation menu with links for Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The main content area has a blue header for 'LEDRS Upload -' with 'Return To Section' and 'Logout' links. A red error message states: 'Upload Unsuccessful! The LEDRS file has the following errors. Please rectify these errors and resubmit the file.' Below the error message is a table titled 'File Upload Result for FIPS' with a 'Print this Report' button. The table has three columns: 'Line No (when header eliminated)', 'Error Date', and 'Error Message #'. The table is currently empty.

LEDRS Upload - [Return To Section](#) [Logout](#)

**Upload Unsuccessful!**  
The LEDRS file has the following errors. Please rectify these errors and resubmit the file.

**File Upload Result for FIPS** [Print this Report](#)

Line No (when header eliminated)	Error Date	Error Message #
----------------------------------	------------	-----------------



# CSA Report Preparer Section – Upload LEDRS

- Upload Success

The screenshot shows the 'LEDRS Upload' success page. At the top, there are navigation links: Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The page title is 'LEDRS Upload' with a 'Return To Section' and 'Logout' link.

**Action Requested:** [Submit File to OCS](#) [Cancel Upload](#) [Print Report](#)

**Results of LEDRS File validated on 2/15/2019**  
**PIPS:**  
 #Rows in the File (CSA): 98  
 Payment/Adjustment date range within the File: 1/3/2019 - 1/31/2019

**Part 1 - Expenditure Description (FY 2019)**

EXPENDITURE CATEGORY DESCRIPTION	LOCAL MATCH RATE (a)	GROSS EXPENDITURE THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
<b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>						
1a. Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	0.3256	\$12,185.41	\$0.00	\$12,185.41	\$3,967.57	\$8,217.84
1c. Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d. Non-Mandated Services/Residential/Congregate	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e. Educational Services - Congregate Care	0.2605	\$4,835.00	\$0.00	\$4,835.00	\$1,259.52	\$3,575.48
<b>2. OTHER MANDATED SERVICES</b>						
2a. Treatment Foster Care - IV-E	0.2605	\$44,033.28	\$0.00	\$44,033.28	\$11,470.67	\$32,562.61
2a.1 Treatment Foster Care	0.2605	\$36,690.69	\$0.00	\$36,690.69	\$9,557.92	\$27,132.77
2a.2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c. Family Foster Care - IV-E ; Community Based Services	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e. Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements	0.2605	\$22,683.42	\$0.00	\$22,683.42	\$5,909.03	\$16,774.39
2f. Community - Based Services	0.1302	\$2,889.30	\$0.00	\$2,889.30	\$376.19	\$2,513.11
2f.1 Community Transition Services - Direct Family Services to Transition from Residential to Community	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g. Special Education Private Day Placement	0.2605	\$3,322.80	\$0.00	\$3,322.80	\$865.59	\$2,457.21
2h. Wrap-Around Services for Students With Disabilities	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2i. Psychiatric Hospitals/Crisis Stabilization Units	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Non-Mandated Services/Community-Based	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Grand Totals: (Sum of categories 1 through 3)		\$126,639.90	\$0.00	\$126,639.90	\$33,406.49	\$93,233.41

**PART 2 - EXPENDITURE REFUND DESCRIPTION**

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, ...)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other:	090	\$0.00
<b>Refund Total:</b>		\$0.00

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# CSA Report Preparer Section – Upload LEDRS

- Upload Success

Office of Children's Services  
empowering communities to serve youth

Home About Parents & Families Local Government Resources Statistics and Publications Contacts

**LEDRS Upload -** [Return To Section](#) [Logout](#)

**Action Requested:** [Submit File to OCS](#) [Cancel Upload](#) [Print Report](#)

**Results of LEDRS File validated on 2/15/2019**  
 FIPS: -  
 #Rows in the File (CSA): 98  
 Payment/Adjustment date range within the File: 1/3/2019 - 1/31/2019

Total State Allocation Balance(Non Wrap): \$1,756,208.00  
 Total Expenditure(Non Wrap) in this LEDRS file: \$126,639.90  
 Total State Allocation Balance(Wrap only): \$0.00  
 Total Expenditure(Wrap only) in this LEDRS file: \$0.00

**Part 1 - Expenditure Description (FY 2019)**

EXPENDITURE CATEGORY DESCRIPTION	LOCAL MATCH RATE (a)	GROSS EXPENDITURE THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
<b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>						
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1c. Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d. Non-Mandated Services/Residential/Congregate	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e. Educational Services - Congregate Care	0.2605	\$4,835.00	\$0.00	\$4,835.00	\$1,259.52	\$3,575.48
<b>2. OTHER MANDATED SERVICES</b>						
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2e. Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements	0.2605	\$22,683.42	\$0.00	\$22,683.42	\$5,909.03	\$16,774.39
2f. Community - Based Services	0.1302	\$2,889.30	\$0.00	\$2,889.30	\$376.19	\$2,513.11
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2h. Wrap-Around Services for Students With Disabilities	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2i. Psychiatric Hospitals/Crisis Stabilization Units	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Non-Mandated Services/Community-Based	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>4 Grand Totals: (Sum of categories 1 through 3)</b>		\$126,639.90	\$0.00	\$126,639.90	\$33,406.49	\$93,233.41

**PART 2 - EXPENDITURE REFUND DESCRIPTION**

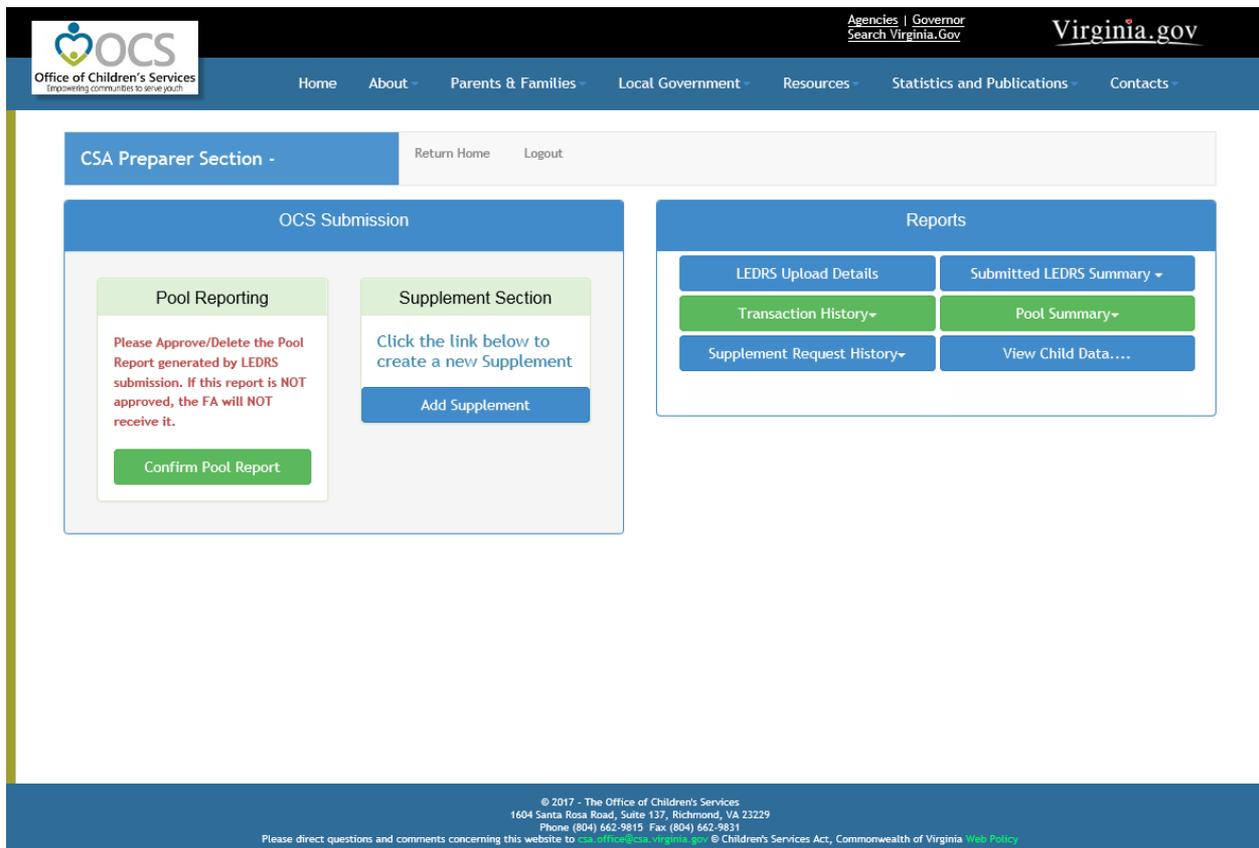
Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, ...)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other:	090	\$0.00
<b>Refund Total:</b>		\$0.00

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# CSA Report Preparer Section – Upload LEDRS

- Submit File to OCS



The screenshot displays the OCS CSA Report Preparer Section web interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". To the right of the logo, there are links for "Agencies | Governor Search Virginia.Gov" and "Virginia.gov". Below the navigation bar, there is a secondary menu with links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts".

The main content area is titled "CSA Preparer Section" and includes links for "Return Home" and "Logout". It is divided into two main sections: "OCS Submission" and "Reports".

The "OCS Submission" section contains two sub-sections:

- Pool Reporting:** A green box with a warning message: "Please Approve/Delete the Pool Report generated by LEDRS submission. If this report is NOT approved, the FA will NOT receive it." Below this message is a green button labeled "Confirm Pool Report".
- Supplement Section:** A green box with the text "Click the link below to create a new Supplement" and a blue button labeled "Add Supplement".

The "Reports" section contains a grid of buttons:

- LEDRS Upload Details
- Submitted LEDRS Summary
- Transaction History
- Pool Summary
- Supplement Request History
- View Child Data....

At the bottom of the page, there is a footer with the following text: "© 2017 - The Office of Children's Services 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229 Phone (804) 662-9815 Fax (804) 662-9831 Please direct questions and comments concerning this website to [sa.office@oacs.virginia.gov](mailto:sa.office@oacs.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)"

# CSA Report Preparer Section – Upload LEDRS

- Approve Pool Report



Office of Children's Services  
Empowering communities to serve youth

Virginia.gov

Home About Parents & Families Local Government Resources Statistics and Publications Contacts

CSA Child Information Section [Back to Section](#) [Logout](#)

### PREPARER'S POOL REIMBURSEMENT REPORT REVIEW

Payment/Adjustment Date From: 1/1/2019 To: 1/31/2019

Please review the report. If the information is correct then click the Approve button, if not click Delete button.  
(The delete function will remove the uploaded file. You will be able to upload a new corrected file.)

**CSA POOL REIMBURSEMENT REQUEST REPORT**  
ALL COSTS REPORTED IN COLUMN (b) PERTAIN TO SERVICES PROVIDED DURING THE FISCAL YEAR 19  
(NOTE: expenditure refunds reported in Column (c) new percent to any year)

DATE: 2/15/2019 FOR PERIOD ENDING: 1/31/2019

LOCALITY: REPORT ID:

**PART I: EXPENDITURE DESCRIPTION**

EXPENDITURE DESCRIPTION	LOCAL MATCH RATE (a)	GROSS TOTAL EXPENDITURES THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES TO PROVIDE (d)	LOCAL MATCH (\$K, (e))	STATE MATCH (6)(f)
<b>1. MANDATED SERVICES/ RESIDENTIAL</b>						
1a. Foster Care - FIC children in Licensed Residential Congregate Care; pool (children for which not covered by FIC (i.e., non-new and leaving))	0.4644	50.00	50.00	50.00	50.00	50.00
1b. Foster Care - all others in Licensed Residential Congregate Care	0.4644	50.00	50.00	50.00	50.00	50.00
1c. Residential Congregate Care- CSA Parental Agreements - (50) Noncustodial Agreements	0.4644	\$43,115.20	50.00	\$13,115.20	\$4,960.70	\$7,824.50
1d. Non-Mandated Services/Residential Congregate	0.4644	50.00	50.00	50.00	50.00	50.00
1e. Educational Services - Congregate Care	0.3715	\$10,911.00	50.00	\$10,911.00	\$11,483.44	\$19,427.56
<b>2. MANDATED SERVICES/ NON-RESIDENTIAL</b>						
2a. Treatment Foster Care - FIC	0.3715	\$15,200.76	50.00	\$15,200.76	\$5,645.66	\$9,895.10
2a.1 Treatment Foster Care - FIC	0.3715	50.00	50.00	50.00	50.00	50.00
2a.2 Treatment Foster Care - CSA Parental Agreements / (50) Noncustodial Agreements	0.3715	50.00	50.00	50.00	50.00	50.00
2b. Specialized Foster Care - FIC / Community Based Services	0.3715	50.00	50.00	50.00	50.00	50.00
2b.1 Specialized Foster Care	0.3715	50.00	50.00	50.00	50.00	50.00
2b.2 Family Foster Care - FIC / Community Based Services	0.1858	50.00	50.00	50.00	50.00	50.00
2c. Family Foster Care Nonresidential only	0.3715	50.00	50.00	50.00	50.00	50.00
2d. Family Foster Care - Children receiving maintenance and basic activities payments independent living/stipend arrangements	0.3715	\$48,120.66	50.00	\$48,120.66	\$17,876.83	\$10,243.83
2f. Community - Based Services	0.1858	\$13,828.90	50.00	\$13,828.90	\$2,383.61	\$10,445.29
2f.1 Community Transition Services - Direct Family Services to Transition from Residential to Community	0.1858	50.00	50.00	50.00	50.00	50.00
2g. Special Education Private Day Placement	0.3715	\$113,470.82	50.00	\$113,470.82	\$42,154.43	\$71,316.41
2g.1 Wraparound Services for Students With Disabilities	0.3715	\$4,895.75	50.00	\$4,895.75	\$1,803.91	\$3,091.84
2g.2 Psychiatric Hospital/ Crisis Stabilization Units	0.3715	\$62,185.23	50.00	\$62,185.23	\$23,109.81	\$39,885.42
2g.3 Psychiatric Hospital/ Crisis Stabilization Units	0.3715	\$46,389.84	50.00	\$46,389.84	\$17,240.71	\$29,144.13
3. Non-Mandated Services/Community-Based	0.1858	\$40,747.56	50.00	\$40,747.56	\$2,000.61	\$8,766.95
<b>4. GRAND TOTAL:</b> (sum of categories 1 through 3)	0.3715	\$181,509.38	50.00	\$181,509.38	\$72,562.97	\$118,946.41

Current Match Rate: 0.3715

The expenditures and related reported refunds were incurred in accordance with provisions of the Children's Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, CDF and Appropriation Act requirements including utilization management and PAFT criteria.

**FOR STATE USE ONLY:**

TOTAL COST REPORTED: 5

LOCAL SHARE: 5

APPROVED STATE SHARE: 5

WECARD ADJUSTMENT: \$11

STATE PAYMENT: 5

STATE FISCAL AGENT: DATE:

**PART II: EXPENDITURE REFUND SERVICES**

THESE EXPENDITURE REFUNDS ARE BEING REPORTED IN FISCAL YEAR 19

DATE: 2/15/2019 FOR PERIOD ENDING: 1/31/2019

LOCALITY: Chesapeake - FIPS: 510 REPORT ID: 30973

Information regarding total expenditure refunds reported on Part I, line 4(e):

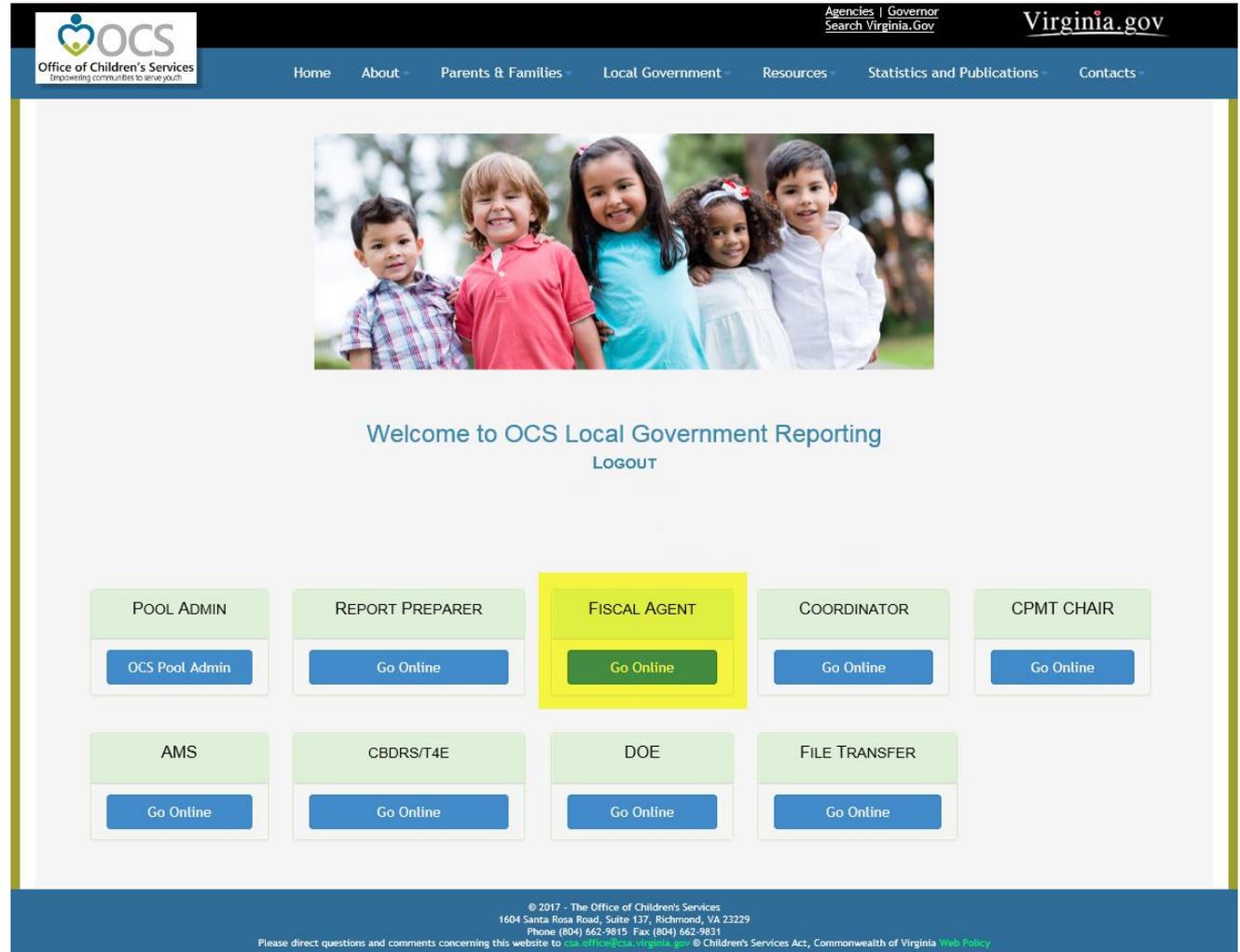
EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	D10	50.00
Parental Co-Payments	D20	50.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, ...)	D30	50.00
Child Support Collections through OCS	D40	50.00
Pool prior reported expenditures re-obtained under FY E	D50	50.00
Other (Please specify): (Please use 00 to mark this field)	D90	50.00
<b>TOTAL REFUNDS</b>		50.00

Note: This total must agree with the GRAND TOTAL of all expenditure refunds for the reporting period (Part I, Line 4, Col c).

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# Local Government Reporting

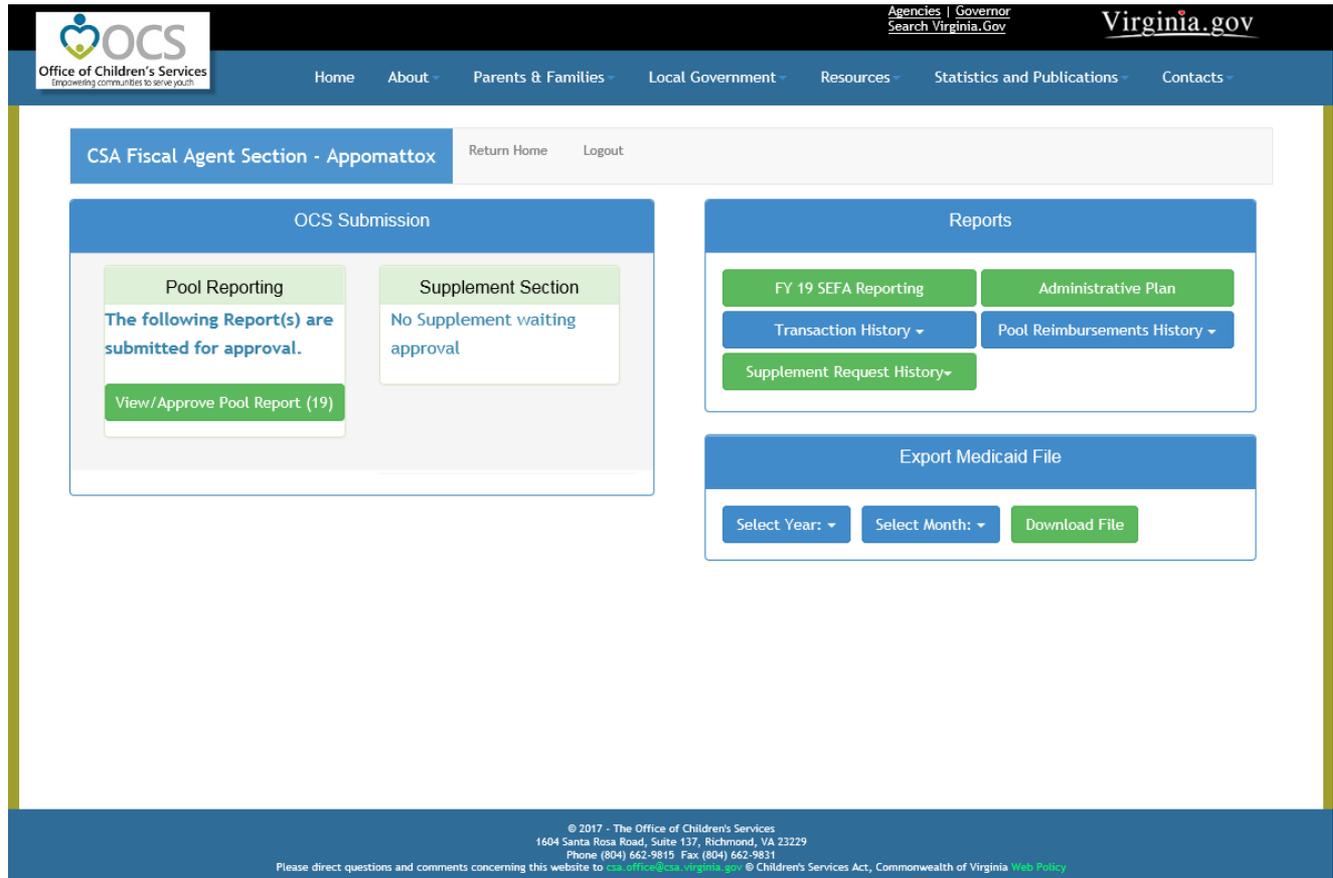
- Fiscal Agent



The screenshot shows the OCS Local Government Reporting website. At the top left is the OCS logo with the tagline "Office of Children's Services Empowering communities to serve youth". To the right are links for "Agencies | Governor Search Virginia.Gov" and the "Virginia.gov" logo. A navigation bar contains links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Below the navigation bar is a large photograph of five diverse children smiling. Underneath the photo, the text reads "Welcome to OCS Local Government Reporting" followed by a "LOGOUT" link. The main content area features a grid of role-based access buttons. The "FISCAL AGENT" button is highlighted in yellow and contains a green "Go Online" button. Other roles include "POOL ADMIN", "REPORT PREPARER", "COORDINATOR", "CPMT CHAIR", "AMS", "CBDRS/T4E", "DOE", and "FILE TRANSFER", each with a blue "Go Online" button. The footer contains copyright information for 2017, the office address (1404 Santa Rosa Road, Suite 137, Richmond, VA 23229), phone and fax numbers, and a link to the website's web policy.

# CSA Fiscal Agent Section

- Approve Pool Report



The screenshot displays the CSA Fiscal Agent Section web application interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". To the right of the logo, there are links for "Agencies", "Governor", and "Search Virginia.Gov". Further right is the "Virginia.gov" logo. Below the navigation bar is a menu with links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts".

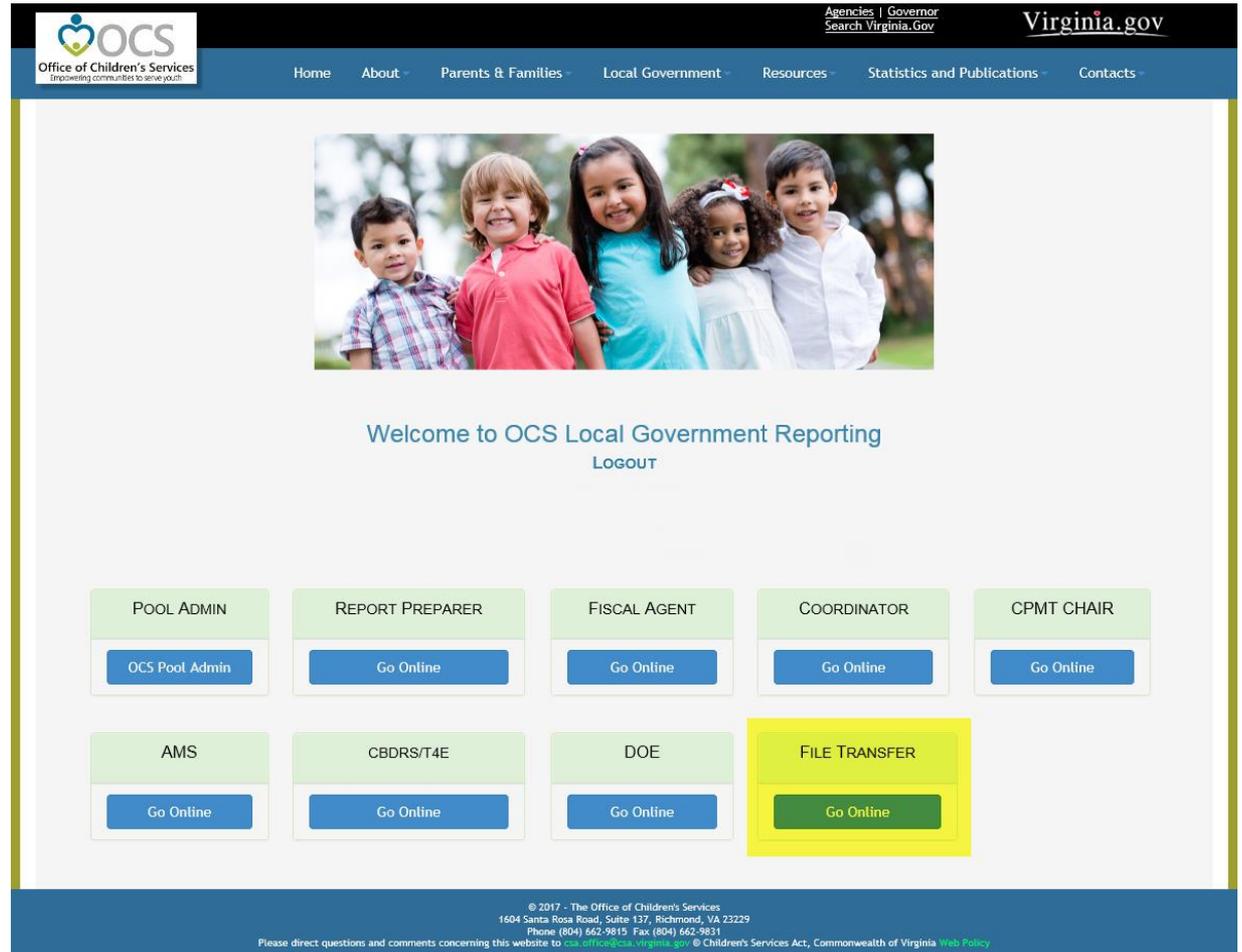
The main content area is titled "CSA Fiscal Agent Section - Appomattox" and includes "Return Home" and "Logout" links. It is divided into three main sections:

- OCS Submission:** This section contains two sub-sections:
  - Pool Reporting:** A green box with the text "The following Report(s) are submitted for approval." and a green button labeled "View/Approve Pool Report (19)".
  - Supplement Section:** A white box with the text "No Supplement waiting approval".
- Reports:** A blue header section containing several buttons:
  - Green buttons: "FY 19 SEFA Reporting" and "Administrative Plan".
  - Blue buttons: "Transaction History" and "Pool Reimbursements History".
  - Green button: "Supplement Request History".
- Export Medicaid File:** A blue header section containing three buttons:
  - Blue buttons: "Select Year:" and "Select Month:".
  - Green button: "Download File".

At the bottom of the page, there is a footer with copyright information: "© 2017 - The Office of Children's Services, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229. Phone (804) 662-9815 Fax (804) 662-9831. Please direct questions and comments concerning this website to [csa-office@csa.virginia.gov](mailto:csa-office@csa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)".

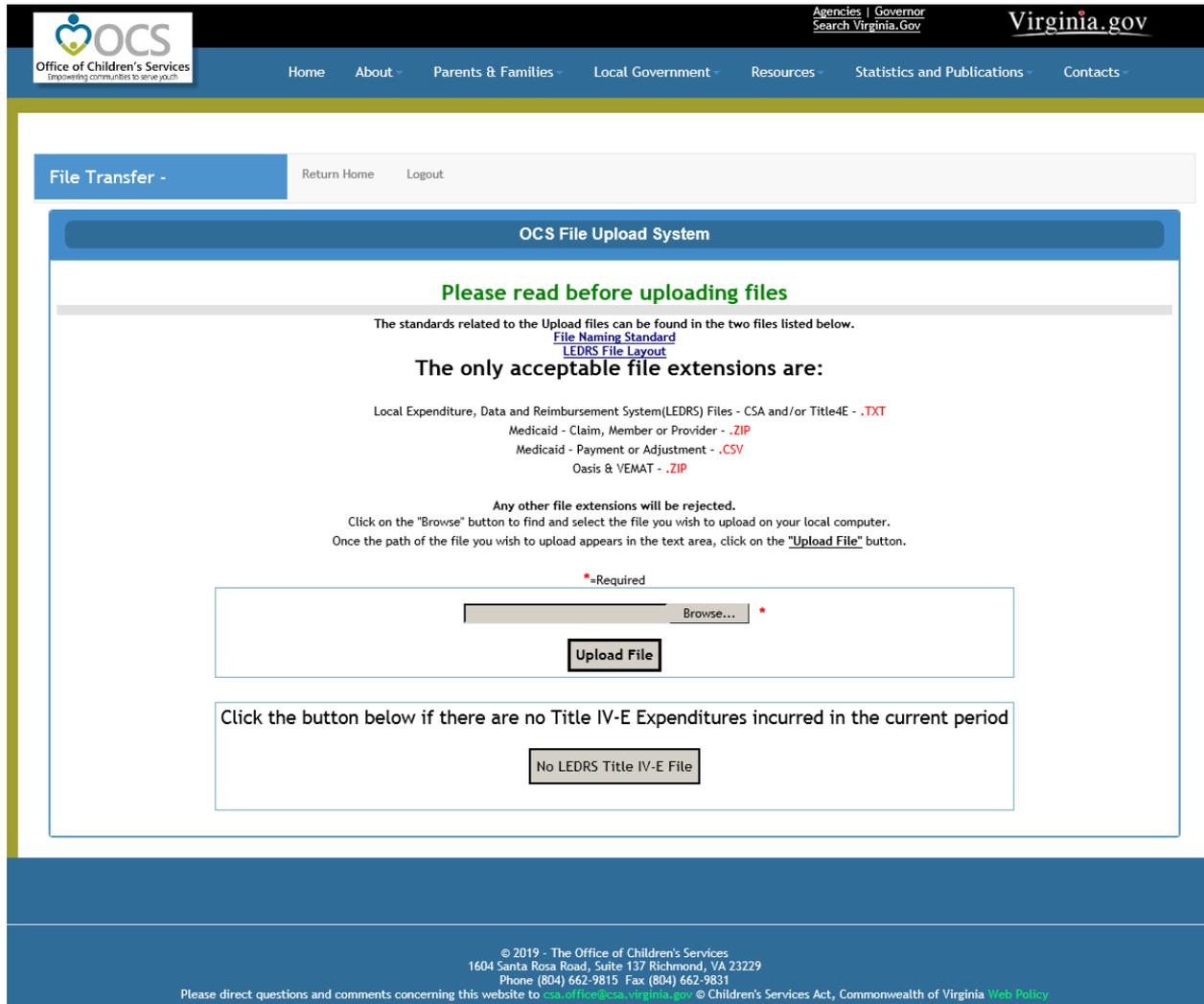
# Local Government Reporting

- File Transfer



The screenshot shows the OCS Local Government Reporting web application. At the top left is the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". At the top right are links for "Agencies | Governor Search Virginia.Gov" and the "Virginia.gov" logo. A blue navigation bar contains links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Below the navigation bar is a large photograph of five diverse children smiling. Underneath the photo, the text reads "Welcome to OCS Local Government Reporting" followed by a "LOGOUT" link. The main content area features a grid of service tiles, each with a title and a "Go Online" button. The tiles are: POOL ADMIN (with a sub-button "OCS Pool Admin"), REPORT PREPARER, FISCAL AGENT, COORDINATOR, CPMT CHAIR, AMS, CBDRS/T4E, DOE, and FILE TRANSFER. The FILE TRANSFER tile is highlighted with a yellow border and a green "Go Online" button. At the bottom of the page, there is a footer with copyright information: "© 2017 - The Office of Children's Services 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229 Phone (804) 662-9815 Fax (804) 662-9831 Please direct questions and comments concerning this website to [oa-office@oocs.virginia.gov](mailto:oa-office@oocs.virginia.gov) © Children's Services Act, Commonwealth of Virginia Web Policy

# CSA File Transfer



The screenshot shows the OCS File Upload System interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". To the right, there are links for "Agencies | Governor Search Virginia.Gov" and the "Virginia.gov" logo. Below the navigation bar, there is a menu with "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts".

The main content area is titled "File Transfer -" and includes "Return Home" and "Logout" links. The central section is titled "OCS File Upload System" and contains the following text:

**Please read before uploading files**

The standards related to the Upload files can be found in the two files listed below.  
[File Naming Standard](#)  
[LEDRS File Layout](#)

**The only acceptable file extensions are:**

- Local Expenditure, Data and Reimbursement System(LEDRS) Files - CSA and/or Title4E - **.TXT**
- Medicaid - Claim, Member or Provider - **.ZIP**
- Medicaid - Payment or Adjustment - **.CSV**
- Oasis & VEMAT - **.ZIP**

**Any other file extensions will be rejected.**

Click on the "Browse" button to find and select the file you wish to upload on your local computer.  
Once the path of the file you wish to upload appears in the text area, click on the "Upload File" button.

\*=Required

The interface includes a "Browse..." button with a red asterisk, an "Upload File" button, and a "No LEDRS Title IV-E File" button. Below the buttons, there is a text box with the instruction: "Click the button below if there are no Title IV-E Expenditures incurred in the current period".

At the bottom of the page, there is a footer with the following text:

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# Statewide Statistics

## Statistics and Publications



## Statewide Statistics



- [CSA Utilization Reports](#)

Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information. [User Guide to producing CSA Utilization Reports](#)

- [CSA Pool Expenditure Reports](#)

Current and historical information on CSA Pool system. Medicaid Reports: Locality Allocations.

- [CSA Filing Status Report](#)

Filing Status Report.



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CSA Utilization Reports

[Return Statewide Statistics](#)
[Return Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

**Report Type:** --Please Select Report Type--

--Please Select Report Type--

Locality - Service Placement Type

Statewide - Service Placement Type

Locality - Primary Mandate Type

Statewide - Primary Mandate Type

Locality - Service Name

Demographic

Locality Comparison Report

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**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

**Report Type:** Locality - Service Placement Type

**Fiscal Year:** 2019

**Report Filter 1:**

- All
- 001 - Accomack
- 003 - Albemarle
- 005 - Alleghany

**Quarter:** Q4

**Report Filter 2:**

- All
- PMT 1 - Foster Care Abuse/Neglect - Preve
- PMT 2 - Foster Care Abuse/Neglect - DSS
- PMT 3 - Foster Care Abuse/Neglect - Local

[View Report](#)

Maintenance & basic Activities Payments							
9 Specialized Foster Home	0	0	\$0	\$0.00	\$0.00	0.00	
10 Treatment Foster Home	3189	660,390	\$86,019,451	\$26,973.80	\$130.26	207.08	
11 Independent Living Stipend	207	30,033	\$1,421,972	\$6,869.43	\$47.35	145.09	
12 Independent Living Arrangement	329	51,144	\$8,516,486	\$25,885.98	\$166.52	155.45	
13 Psychiatric Hospital/Crisis Stabilization Unit	16	565	\$371,052	\$23,190.75	\$656.73	35.31	
14 Temporary Care Facility and Services (Congregate Care Setting)	56	2,293	\$494,708	\$8,834.07	\$215.75	40.95	
15 Group Home (Congregate Care Setting)	726	87,369	\$14,549,378	\$20,040.47	\$166.53	120.34	
16 Residential Treatment Facility (Congregate Care Setting)	972	102,272	\$18,856,723	\$19,399.92	\$184.38	105.22	
17 Congregate Educational Services - for Medicaid Funded Placements	1480	240,036	\$30,770,725	\$20,791.03	\$128.19	162.19	
18 Congregate Educational Services - for Non-Medicaid Funded Placements	367	46,284	\$7,791,333	\$21,229.79	\$168.34	126.11	
<b>Statewide Total</b>	<b>15,645</b>	<b>3,939,530</b>	<b>\$427,083,073</b>	<b>\$27,298.37</b>	<b>\$108.41</b>	<b>251.81</b>	

*Service Placement types/Primary Mandate types are not mandatory for refunds and hence shall affect the Totals.*



# Statewide Statistics – CSA Utilization Report

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CSA Utilization Reports

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**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

**Report Type:** Statewide - Service Placement Type ▾

**Fiscal Year:** 2019 ▾

**Report Filter 1:**

- All
- SPT 1 - Community Service
- SPT 2 - Community Transition Services
- SPT 3 - Intensive Care Coordination

**Quarter:** Q2 ▾

**Report Filter 2:**

- All
- PMT 1 - Foster Care Abuse/Neglect - Prev
- PMT 2 - Foster Care Abuse/Neglect - DSS
- PMT 3 - Foster Care Abuse/Neglect - Loca

View Report

Office of Children's Services

Statewide - Service Placement Type Report

Data Source : LEDRS

Fiscal Year 2019    Quarter 2

Selected Service Placement Type(s) All

Selected Primary Mandate Type(s) All

FIPS	Locality	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
001	Accomack	23	2,187	\$233,769	\$10,163.87	\$106.89	59.11
003	Albemarle	232	33,045	\$3,972,684	\$17,123.64	\$120.22	96.34
005	Alleghany	47	6,279	\$804,433	\$17,115.60	\$128.11	102.93
007	Amelia	7	726	\$120,621	\$17,231.57	\$166.14	72.60
009	Amherst	62	7,491	\$652,040	\$10,516.77	\$87.04	83.23
011	Appomattox	58	7,216	\$770,623	\$13,286.60	\$106.79	82.00
013	Arlington	118	10,917	\$1,019,013	\$8,635.70	\$93.34	64.60
015	Augusta	143	19,619	\$2,297,602	\$16,067.15	\$117.11	90.83
017	Bath	4	594	\$47,550	\$11,887.50	\$90.05	148.50
019	Bedford County	156	20,347	\$2,213,228	\$14,187.36	\$108.77	81.06



# Statewide Statistics – CSA Utilization Report



## CSA Utilization Reports

[Return Statewide Statistics](#) [Return Home](#)

**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

Report Type: Locality - Primary Mandate Type

Fiscal Year: 2019

Quarter: Q2

Report Filter 1:  
All  
001 - Accomack  
003 - Albemarle  
005 - Alleghany

Report Filter 2:  
All  
SPT 1 - Community Service  
SPT 2 - Community Transition Services  
SPT 3 - Intensive Care Coordination

View Report

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### Office of Children's Services

#### Locality - Primary Mandate Type Report

Data Source : LEDRS

Fiscal Year 2019 Quarter 2

Selected Locality(s) 130 of 130 Localities reporting

Selected Service All  
Placement Type(s)

PMT	PMT Description	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
1	Foster Care Abuse/Neglect - Prevention	1373	109,762	\$4,671,759	\$3,402.59	\$42.56	79.94
2	Foster Care Abuse/Neglect - DSS Non-Custodial Agreement	59	2,240	\$375,639	\$6,366.76	\$167.70	37.97
3	Foster Care Abuse/Neglect - Local DSS Entrustment/Custody	4880	567,426	\$61,261,011	\$12,553.49	\$107.96	116.28
4	Foster Care Child in Need of Services (CHINS) - Prevention	1235	109,729	\$5,898,492	\$4,776.11	\$53.76	88.85
5	Foster Care CHINS - CSA Parental	817	69,819	\$11,316,555	\$13,851.35	\$162.08	85.46



# Statewide Statistics – CSA Utilization Report



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**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

Report Type: Statewide - Primary Mandate Type

Fiscal Year: 2019      Quarter: Q2

Report Filter 1: All      Report Filter 2: All View Report

PMT 1 - Foster Care Abuse/Neglect - Preve  
PMT 2 - Foster Care Abuse/Neglect - DSS  
PMT 3 - Foster Care Abuse/Neglect - Local

SPT 1 - Community Service  
SPT 2 - Community Transition Services  
SPT 3 - Intensive Care Coordination

1 of 1    100%    Find | Next

**Office of Children's Services**

**Statewide - Primary Mandate Type Report**

Data Source : LEDRS

Fiscal Year 2019    Quarter 2

Selected Primary Mandate Type(s) All

Selected Service Placement Type(s) All

FIPS	Locality	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
001	Accomack	23	2,187	\$233,769	\$10,163.87	\$106.89	84.12
003	Albemarle	232	33,045	\$3,972,684	\$17,123.64	\$120.22	122.84
005	Alleghany	47	6,279	\$804,433	\$17,115.60	\$128.11	108.26
007	Amelia	7	726	\$120,621	\$17,231.57	\$166.14	66.00
009	Amherst	62	7,491	\$652,040	\$10,516.77	\$87.04	110.16
011	Appomattox	58	7,216	\$770,623	\$13,286.60	\$106.79	104.58
013	Arlington	118	10,917	\$1,019,013	\$8,635.70	\$93.34	88.04
015	Augusta	143	19,619	\$2,297,602	\$16,067.15	\$117.11	108.39
017	Bath	4	594	\$47,550	\$11,887.50	\$80.05	148.50
019	Bedford County	156	20,347	\$2,213,228	\$14,187.36	\$108.77	109.39



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**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

Report Type:

Fiscal Year:       Quarter:

Report Filter 1:       Report Filter 2:

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**Office of Children's Services**

**Locality - Service Name Report**

Data Source : LEDRS

Fiscal Year 2019    Quarter 2

Selected Locality(s) 130 of 130 Localities reporting

Selected Service Names All

ServiceName Code	Service Name	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
1	Acute Psychiatric Hospitalization	2	9	\$10,959	\$5,479.50	\$1,217.67	4.50
2	Applied Behavior Analysis	104	6,918	\$667,988	\$6,422.96	\$96.56	66.52
3	Assessment/Evaluation	657	9,071	\$1,364,216	\$2,076.43	\$150.39	13.81
4	Case Support	505	20,804	\$794,379	\$1,573.03	\$38.18	41.20
5	Crisis Intervention	2	16	\$1,600	\$800.00	\$100.00	8.00
6	Crisis Stabilization	7	284	\$24,071	\$3,438.71	\$84.76	40.57
7	Family Partnership Facilitation	229	224	\$102,784	\$448.84	\$458.86	0.98
8	Family Support Services	2032	121,749	\$6,673,772	\$3,284.34	\$54.82	59.92
9	Independent Living Services	389	30,526	\$5,807,052	\$14,928.15	\$190.23	78.47



# Statewide Statistics – CSA Utilization Report



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**CSA Utilization Reports** [Return Statewide Statistics](#) [Return Home](#)

**Report Type:** Demographic **Disclaimer:** Data is as submitted by Localities, not verified by OCS.

**Fiscal Year:** 2019 **Quarter:** Q2

**Report Filter 1:** All  
001 - Accomack  
003 - Albemarle  
005 - Alleghany **Report Filter 2:** All  
SPT 1 - Community Service  
SPT 2 - Community Transition Services  
SPT 3 - Intensive Care Coordination [View Report](#)

1 of 1 100% Find | Next

**Office of Children's Services**

**Demographic Report**

**Data Source : LEDRS**

Fiscal Year 2019 Quarter 2

Selected Locality(s) 001 - Accomack

Selected Service All

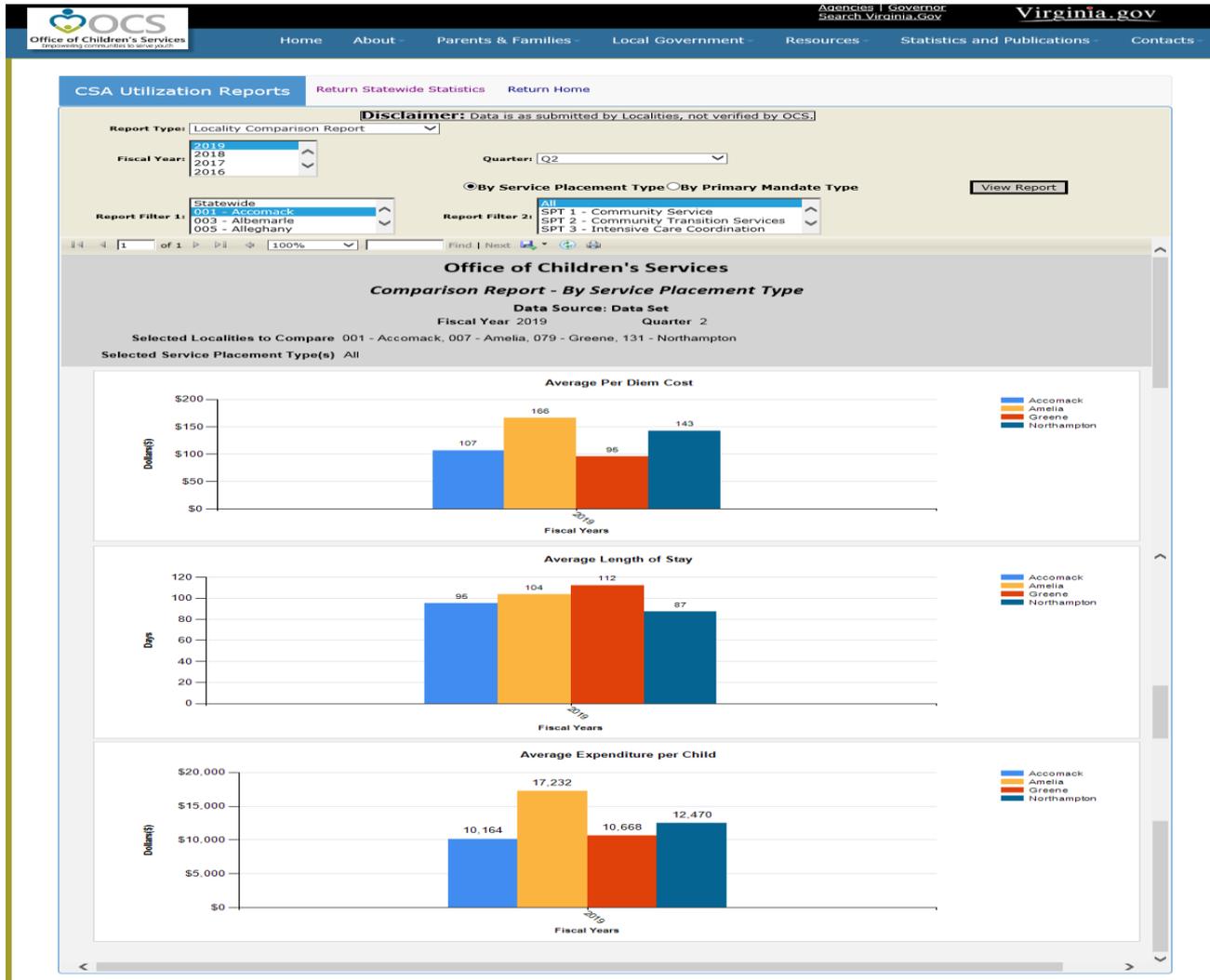
Placement Type(s)

Total Unduplicated Child count: 23

Demographic Desc	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
Female	8	576	\$59,421	\$7,427.60	\$103.16	72.00
Male	15	1,611	\$174,349	\$11,623.24	\$108.22	107.40
African-American or Black	6	524	\$97,533	\$16,255.55	\$186.13	87.33
American Indian or Alaskan Native		0	\$0	#Error	#Error	0.00
Asian		0	\$0	#Error	#Error	0.00
Bi-racial	1	92	\$9,226	\$9,226.00	\$100.28	92.00
Native Hawaiian or Other Pacific Islander		0	\$0	#Error	#Error	0.00
Unable to determine		0	\$0	#Error	#Error	0.00
White	16	1,571	\$127,010	\$7,938.13	\$80.85	98.19
Hispanic		0	\$0	#Error	#Error	0.00
0-3 years Age	4	278	\$18,224	\$4,556.08	\$65.56	69.50
4-6 years Age	2	306	\$14,018	\$7,008.86	\$45.81	153.00
7-12 years Age	2	215	\$12,381	\$6,190.29	\$57.58	107.50
13-17 years Age	12	1,127	\$175,865	\$14,655.44	\$156.05	93.92
18-21 years Age	3	261	\$13,281	\$4,427.16	\$50.89	87.00
CSB (Community Services Board)	4	400	\$60,658	\$15,164.49	\$151.64	100.00
DSS (Dept Of Social Services)	12	1,199	\$122,323	\$10,193.62	\$102.02	99.92
Education	5	404	\$47,138	\$9,427.60	\$116.68	80.80
Family	0	0	\$0	#Error	#Error	0.00
Health Department	0	0	\$0	#Error	#Error	0.00
Interagency Team/Office	0	0	\$0	#Error	#Error	0.00
Juvenile Justice	2	184	\$3,650	\$1,825.00	\$19.84	92.00
OTHER	0	0	\$0	#Error	#Error	0.00

Service Placement types/Primary Mandate types are not mandatory for refunds and hence shall

# Statewide Statistics – CSA Utilization Report



# E-Mail Data Security

- CSA e-mail is **NOT** on a private network. All e-mail communications are transmitted through the Commonwealth's enterprise network.
  - In order to protect the confidentiality of sensitive information (e.g. Personally Identifiable Information (PII): (e.g., Name, Address, SSN, DOB, Phone#, OASIS ID, etc.) transmitted in electronic communications, it is necessary to encrypt the sensitive information prior to transmission.
  - Use Microsoft File Encryption to encrypt sensitive information that will be sent over the Internet.
- \* LEDRS and other information requiring system login, are secure and do not require additional encryption. LEDRS files should not be sent over e-mail.

## For more information:

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## Coming Up Next . . .

- Friday June 25, 9:00 AM
- What to Expect in CSA Program Audits
- Continuous Quality Improvement (CQI) in CSA
- Send questions to [anna.antell@csa.virginia.gov](mailto:anna.antell@csa.virginia.gov)

